



# ASTON CLINTON PARISH COUNCIL

## Minutes of the Council Meeting

held on 15<sup>th</sup> September 2021 at the

Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr A Goode, Cllr J Hughes, Cllr A Judge, Cllr C Judge, Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk/RFO) and 5 members of the public.

Apologies for non-attendance were received from Cllr P Birchley & Cllr M Collins.

**21.114 To Receive Declaration of Interests or Request for Dispensations.** None declared.

**21.115 To Approve the Minutes of the meeting held on 18<sup>th</sup> August 2021.**

**Motion:** To approve the minutes of the meeting held on 18<sup>th</sup> August 2021 as a true and accurate record. PROPOSED by Cllr McCall, SECONDED by Cllr C Judge and **APPROVED**. The minutes were signed by the Chair.

**21.116 Questions and Comments from the Public.**

A resident raised concern regarding the number of large trucks speeding through the village, especially along Brook Street. Councillors are meeting with Buckinghamshire Council next week to discuss traffic calming provisions as well as a meeting being scheduled with the Transport for Bucks local area technician.

A resident informed Council that a team of volunteers were keen to maintain the newly planted beds around the Park. Cllr Read reported that a Volunteer Policy is being considered by Council at their next meeting and once it was in place arrangements for the use of volunteers could commence. **Action: Clerk**

**21.117 Council – Reports from External Bodies**

- i. *Community Speedwatch:* Sessions have been organised along Aylesbury Road and Green End Street. Cllr Wyatt reported that there was a need for additional speedwatch sites which would need to be approved by Thames Valley Police before they could be used.
- ii. *Community Board:* It was noted that funding could be available for the purchase of Mobile Vehicle Activation Signs (MVAS) Cllr Wyatt would investigate. **ACTION: Cllr Wyatt**  
The proposal for the Stablebridge Road footpath and footbridge project is in progress.

**21.118 To Note and Adopt the Published Code of Conduct for Buckinghamshire Council.**

Council considered the document which had been circulated to them prior to the meeting.

**Motion:** Aston Clinton Parish Council adopt Buckinghamshire Council's Code of Conduct. PROPOSED by Cllr Goode, SECONDED by Cllr Ronson and **AGREED**. **ACTION: All Councillors**

**21.119 To Receive and Note the Clerk's Report.**

The Clerk introduced herself to Council and explained that as she had only been in post for one week, she had not been able to prepare a report.

**21.120 Finance & Staff Committee.**

- i. The Chair gave a short report on the meeting of 13 September 2021.
- ii. The month end financial reports will be presented at the next Council meeting. **ACTION: Clerk/Cllr Mason**
- iii. Council noted the completion of the 2020/21 Annual Governance & Accountability Return (AGAR) and the external auditor's report.
- iv. Council considered the recommendations of the Finance and Staff Committee  
(a) **Motion:** To add Cllr Mason as a bank signatory with online access and Mrs S Payne the

newly appointed Clerk/RFO online access with the ability to upload payments for authorisation. PROPOSED by Cllr McCall and SECONDED by Cllr Ronson and **AGREED**.

**ACTION: Clerk/Cllr Mason**

(b) **Motion:** To change from monthly to quarterly VAT returns. PROPOSED by Cllr A Judge, SECONDED by Cllr Mason and **AGREED**. **ACTION: Clerk/Cllr Mason**

(c) **Motion:** To allocate £3,535 (net of VAT) in relation to Buckland Landscapes invoice 41526 dated 14 July 2021 for landscaping work to areas around the Community Centre from the New Community Centre earmarked reserves budget. PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and **AGREED**. **ACTION: Clerk/Cllr Mason**

(d) It was noted that the invoices from Mr K Workman would not be processed in the same way as payroll payments.

(e) **Motion:** To approve the quote of £120 to purchase an additional computer monitor for the Clerk's laptop. PROPOSED by Cllr Goode, SECONDED by Cllr Mason and **AGREED**.

**ACTION: Clerk**

v. Council approved the following payments:

Date	Company	For	Amount £	Vat £	Total £
10/09/2021	Ms R Bennett	Locum Meeting Minute Taker	£ 150.00	£ -	£ 150.00
19/08/2021	Buckinghamshire Council	Administration for 29/07/21 Elections	£ 5,998.45	£ -	£ 5,998.45
08/09/2021	Buckland Landscapes	August 21 Cricket Club Site maintenance	£ 100.00	£ 20.00	£ 120.00
13/09/2021	E Sharpe Electrical Ltd	Streetlights Maint: Roseberry Rd/Beechwood Way	£ 185.31	£ 37.06	£ 222.37
20/07/2021	E Sharpe Electrical Ltd	Carry out ECR & install replacement kitchen socket	£ 180.00	£ 37.00	£ 222.00
16/07/2021	Jewson	Ballast, concreting sand/building sand /cement	£ 43.38	£ 8.68	£ 52.68
06/09/2021	PKF Littlejohn LLP	2020/21 AGAR External Auditors Fee	£ 2,000.00	£ 400.00	£ 2,400.00
13/09/2021	Mr E McGoldrick	Park bin emptying (holiday cover)	£ 12.00	£ -	£ 12.00
13/08/2021	Npower Business	Streetlight Electricity for July 2021	£ 747.98	£ 149.60	£ 897.58
26/08/2021	H A Phipps Fencing	Repair to car park fence	£ 45.00	£ -	£ 45.00
14/09/2021	R B Tree Care	Reduce Churchyard yew tree	£ 500.00	£ -	£ 500.00
08/09/2021	Cllr C Read	Expenses: 2 x large rolls of refuse sacks	£ 19.17	£ -	£ 19.17
13/08/2021	Sign Wizzard	Supply Astonbury Signage & Car park closes sign	£ 88.65	£ 17.73	£ 106.38
07/09/2021	Tanswell Technology Ltd	Purchase new Laptop HP250 G7	£ 619.00	£ 123.80	£ 742.80
10/08/2021	TenTwo Ltd	Temp Assist Clerk w/e 30/07/21 to w/e 13/8/20	£ 1,320.00	£ 264.00	£ 1,584.00
12/09/2021	TJK Driver Training Svs Ltd	Park Gate (holiday cover) 10th to 12th Sept 21	£ 24.00	£ -	£ 24.00
19/08/2021	Towers Richardson	Work toward Land Registry Plan for RKP	£ 150.00	£ -	£ 150.00
<b>Astonbury 14th August 2021 Invoices</b>					
14/08/2021	ASL	Zorbs	£ 1,000.00	£ -	£ 1,000.00
11/08/2021	Band Substance	Band	£ 500.00	£ -	£ 500.00
12/08/2021	Elastic Cats	Band	£ 400.00	£ -	£ 400.00
17/08/2021	Entertec	Staging/lighting	£ 7,000.00	£ 1,400.00	£ 8,400.00
17/08/2021	Entertec	Fencing hire	£ 240.00	£ 48.00	£ 288.00
11/08/2021	Just Genesis	Band	£ 400.00	£ -	£ 400.00
13/08/2021	Platform Soul	Band	£ 700.00	£ -	£ 700.00
14/08/2021	Richard York	Band	£ 200.00	£ -	£ 200.00
14/09/2021	Buckinghamshire Council	Astonbury waste collection	£ 302.26	£ -	£ 302.26
<b>Community Centre Invoices</b>					
06/09/2021	Beechwood Plumbing	Run pipework for new outside tap,	£ 150.00	£ 30.00	£ 180.00
10/09/2021	M Holman's Pest Control	Removal of wasp nest in RKV roof above balcony	£ 54.00	£ -	£ 54.00
<b>Direct Debits FYI:</b>					
03/09/2021	British Gas	Electricity Usage Aug 21: New Car Park Lighting	£ 14.67	£ 0.73	£ 15.40
03/09/2021	British Gas	Electricity Usage Aug 21: Youth Club/Parish Office	£ 36.72	£ 1.83	£ 38.55
02/09/2021	Buckinghamshire Council	Waste Collection August 21	£ 188.40	£ -	£ 188.40
<b>S106 Funds</b>					
04/08/2021	ETC Sports Surfaces Ltd	Deposit for AC Tennis Club replacement works	£ 820.83	£ 164.17	£ 985.00
<b>Total</b>			<b>£ 24,189.82</b>	<b>£ 2,702.60</b>	<b>£ 26,898.04</b>

## 21.121 Planning Committee

Cllr Wyatt and Cllr Read reported that retrospective planning permission had been granted for the erection of the large eco dome at the Green Park Activities Centre. The two smaller eco domes fall within permitted development. The permission includes a condition that the approved planting proposals be carried out within the first planting season and be maintained for five years and that the existing flood lighting pole and associated equipment be removed from the site; with no floodlighting being permitted without approval.

**21.122 Facilities Committee.**

- i. A committee meeting has been scheduled for 21<sup>st</sup> September 2021.
- ii. **Motion:** to consider the need to replace the existing small playpark swing and small slide with three new pieces of equipment and a rubber matting base. PROPOSED by Cllr Ronson and SECONDED by Cllr Mason and **AGREED**. The Facilities Committee would consider quotes and make a recommendation to Council. **ACTION: Facilities Committee**
- iii. *Churchyard Headstone Update:* Cllr C Judge reported that she had received one quote and was awaiting a further two. It was agreed that the Clerk would check the Land Registry documentation to confirm whether the Council or the Church were liable for the repair to the damaged headstone. **ACTION: Clerk**
- iv. *Astonbury 2021:* Council noted the current income of £2,900 and expenditure of £12,292 for Astonbury 2021. Council’s budget for Astonbury was £13,000 with an additional donation of £7,000. This left a current deficit of £2,392. Further income was expected from sponsors.

**21.123 Community Centre Committee.**

Cllr Hughes informed Council that the outstanding snagging list was being worked through with Edgar Taylor which include a flood test of the roof due to recent leaks, checking the position of the dropped kerb against the plans and the creation of procedures for the testing and maintenance of the fire alarm. **ACTION: Cllr Hughes**

**21.124 Date of Next Meeting:** Wednesday 20<sup>th</sup> October 2021.

**Resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.**

**21.125 To Approve the Confidential Minutes of the Council Meeting held on 18<sup>th</sup> August 2021**

**Motion:** To approve the confidential minutes of the meeting held on 18<sup>th</sup> August 2021 as a true and accurate record. PROPOSED by Cllr McCall, SECONDED by Cllr C Judge and **APPROVED**. The minutes were signed by the Chair.

**21.126 Remembrance Service**

Council considered the four quotes for the provision of audio-visual services during the Remembrance Service.

**Motion:** To appoint Contractor B, Gower Event Management Services, to provide audio-visual during the Remembrance Service as detailed in quote dated 1<sup>st</sup> September 2021. PROPOSED by Cllr Goode, SECONDED by Cllr Read and **APPROVED**. **ACTION: Clerk**

**21.127 Gib Lane CCTV Grant Update**

It was noted that the terms of the £6471 grant states that the preferred suppliers quote needs to be uploaded by 29<sup>th</sup> September 2021. Council considered the three quotes for a CCTV system to include an ANPR camera for the Red Kite Pavilion and park.

**Motion:** To appoint Contractor A, UK Security Group Ltd, to provide a CCTV system for the Red Kite Pavilion and park as detailed in quote QU-0331 dated 28 July 2021. PROPOSED by Cllr Wyatt, SECONDED by Cllr McCall and **APPROVED**. **ACTION: Cllr Mason/Clerk**

**21.128 Staffing**

**Motion:** To approve recommendation from Finance & Staff Committee on changes to current office staffing levels which require both the Clerk and Assistant Clerk to be office based only. PROPOSED by Cllr McCall, SECONDED by Cllr Goode and **APPROVED**.

The meeting closed at 8.24pm

Signed.....Date .....