

The minutes of the Meeting of the Parish Council  
on Wednesday 17 June 2020 at 6.30pm  
at the Parish Council Virtual Meeting Room

**Present**

Cllr Watton  
Cllr Ronson  
Cllr Wyatt  
Cllr Simpson  
Cllr Howard  
Cllr Tubb  
Cllr Read  
Cllr Duffield  
Cllr Mason  
Cllr Judge

**In attendance**

Clerk E Barry, R Bennett (recording) and one member of the public.

**RESOLVED:** Due to the confidential nature of the business to be transacted, the press and public were excluded from the meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 20.70 of the agenda PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

**20.60 Apologies**

There were none. However, the Chairman announced that Cllr Simpson would be **resigning** from the Parish Council and that it would be her last meeting. Cllr Simpson had agreed to carry on working on various sub committees including Play in the Park and Astonbury. Cllr Tubb thanked Cllr Simpson for all her work over the last year and for agreeing to continue to support events.

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

There were none.

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

**20.63 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 were no comments from the member of the public as that stage of the meeting. They would be given the opportunity to speak again at the end of the meeting.

## 20.64 Clerk's Report

*Over the last few weeks you will have noticed an increased activity in the park as the easing of the government measures have meant that the contractors have been back on site and making great progress on the new community centre build. The tennis club are back up and running but following strict government guidelines, and the café has partially re-opened and is serving takeaways in the park.*

*The football club and the colts are also easing gently back in with the introduction of training sessions and have put strict and robust measures in place to ensure the safety of all. Although the all weather pitch is still closed.*

*Unfortunately, important services like the lunch club and youth club are still unable to operate but we hope that in the future they will be re-open their doors once more.*

*While the Parish Council office doors still remain closed to the public as staff work from home, we are still operational and available.*

## 20.65 Finance and Staff Committee

### i. Month-end Accounts & Budget Status

The Clerk highlighted that the Finance and Staffing Committee now had delegated authority to approve invoices rather than these having to come to the Parish Council. Month end accounts had been circulated, which had been approved by the committee and no further comments were raised.

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

### ii. Community Centre – update from F&S Committee

Contract Sum forecast, Income/Expenditure and cash flow/schedule of payments

The Clerk highlighted the following points:

- There was currently an overspend of just over £2000 on the contractors costs.
- New Homes Bonus funds had been received as normal.
- Cash flow and figures had been reviewed by the F&S committee.

### iii. Community Centre – temporary funding gap due to delayed S106 funds

The Clerk and Cllr Watton highlighted the following points regarding the current funding gap and the option of the Parish Council applying for a Public Works Loan (PWL):

- The potential delay in receiving S106 from the Aylesbury Road development meant a funding gap for the community centre.
- The funding working party had worked through options to fill the funding gap.
- There were two further S106 pots of money that could be used; one would require a deed of variation to be applied for and this would be at a cost to the Parish Council.
- Buckinghamshire Council had been contacted to see if they could help in the interim and the Clerk was still waiting for a response.
- The F&S committee had discussed PWL and wanted to recommend to the Parish Council that a loan of £150k was applied for. It was highlighted that there was no requirement to draw down from the loan if it were not needed, however it would be prudent to start the application process as it could take time and interest rates were likely to move. Draw down from the loan could also be done in tranches and the

whole amount did not need to be used.

- The Parish Council would require approval from the Secretary of State to apply for the loan.
- a. Switching of S106 pots to cover shortfall

**MOTION:** to approve the switching of S106 pots for the Community Centre PROPOSED by Cllr Watton, SECONDED by Cllr Mason and AGREED.

- b. Potential for PWL option (note this is an in-principle option should the need arise and would be paid back later via S106 funds)

**MOTION:** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan up to a maximum of £250,000 over a maximum period of 40 years for the Community Centre building

**AMENDED MOTION:** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan up to a maximum of £150,000 over a maximum period of 40 years for the Community Centre building PROPOSED by Cllr Watton, SECONDED by Cllr Ronson and AGREED.

- c. Grant/lottery funding

The Clerk highlighted that the parish council were also looking at lottery funding for expenses incurred and loss of income due to Covid-19. An insurance claim had also been made, however Cllr Tubb stated that this was unlikely to pay out as there was currently an ongoing high court case taking place.

**MOTION:** to approve applications for funding for expenses and loss of income incurred as a result of COVID-19 PROPOSED Cllr Ronson, SECONDED by Cllr Mason and AGREED.

- iv. Any payments to be agreed

It had been agreed that the majority of payments would be agreed at the F&S Committee and not come to the Parish Council for dual approval, although due to the large spend on the community centre, those invoices would still be approved by the Parish Council.

The following payments were to be agreed.

- Edgar Taylor contract fee for £123,399.75 (net).
- Dawn Lodge £2264 (net).
- Hayward Smart £3000 (net).

The Clerk confirmed that expenditure approval would still be completed by the Parish Council and the various Committees and that the F&S committee were checking invoices for compliance before authorising payment.

**MOTION:** to approve payment of Community Centre invoices as recommended by F&S committee PROPOSED by Cllr Read, SECONDED by Cllr Howard and AGREED.

## **20.66 AUDIT & Annual Governance and Accountability Return (AGAR)**

- i. Process for signing and submitting of AGAR forms

Due to Covid-19 there had been an extension for the sign off process, which was now 31 July 2020. It referred to the Accounting Statement and the Annual Governance Statement and would need to be published by 31 July. Each document still required a wet signature from the Clerk and the Chairman. A motion to agree would go to the Parish Council meeting on

15 July 2020 in order to meet the deadline.

**MOTION:** to approve recommendation of the F&S Committee for the signing and submission of the AGAR PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

ii. Exercise of public rights

It was suggested that the date of publication of the notice would be Thursday 23 July and the two week period for the exercise of public rights set as Friday 24 July ending Friday 4 September. The Clerk would look into how the public could view under the current regulations and would arrange for them to be viewed online if necessary.

**MOTION:** to set the period for the exercise of public rights PROPOSED by Cllr Judge, SECONDED by Cllr Ronson and AGREED.

iii. Internal Auditors report

Cllr Tubb highlighted that the audit process had run smoothly and was a great improvement on last year's process and that having an interim audit had been helpful. There had been no additional recommendations from the interim audit added to the final report. The Clerk highlighted an issue that had been raised at the interim audit with reference to registered burials, this had been looked into and evidence provided to resolve, however the recommendation would still stay in the final report. The final audit had focused on the community centre and the auditor was satisfied with all the evidence provided. Thanks were given to the Clerk for all her hard work.

**MOTION:** to receive the 2019/20 end of year internal audit report PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

## 20.67 Planning Committee:

i. Planning Committee report

Cllr Wyatt, Planning Committee Chairman highlighted that he had been re-elected as Chairman and Cllr Read as Vice Chairman, Cllr Howard had also been co-opted onto the committee.

The applications had been discussed as follows:

Review and Recommendations of Planning Applications: Small Scale

20/01339/APP 148 Weston Road - Erection of single storey timber store/workshop to front.

**RESOLVED: No objection**

20/01364/APP 19 Brook Street - Proposed conservatory. **RESOLVED: No objection**

20/01417/APP 15 Beechwood Way - Erection of two storey rear extension. **RESOLVED: No objection**

Review and Recommendations of Planning Applications: Large Scale

20/01370/APP China Water 132 London Road - Demolition of existing building, erection of 9 residential apartments and 395sqm of A1 retail floorspace. **RESOLVED: Objected** as contrary to a number of policies in the neighbourhood plan including H2 as for more than 5 dwellings, HQD1 as over 2 stories and overbearing for the site and to neighbouring properties, B3 as loss of community facility as is currently a restaurant. Also concerns over parking and traffic movements drainage.

CM/0022/20 Aylesbury Dairy, Samian Way - Section 73 planning application to vary wording of Condition 9 pursuant to planning application CM/78/14 at Anaerobic Digestion Plant, Samian Way, Aston Clinton operated by Olleco. **RESOLVED: Objected** until they have the current situation sorted out.

Cllr Wyatt stated that there were new Unitary rules on parish and town council's right to call in decisions, and make representations on planning applications that they had not been consulted on. Cllr Wyatt had written formally to the relevant Cabinet Member, Cllr Warren Whyte and would chase for a response.

It was also confirmed that work on the Bovis site on College Road would not start back for another 3-4 weeks.

## **20.68 Facilities Committee**

### **i. Reports from the Committee**

Cllr Read, Chairman of the Facilities Committee gave the following update:

- Terms of reference had been adopted for the coming year.
- Membership for the Grounds Maintenance and Recreational sub groups had been agreed.
- Following the weekly play park inspections, all works had been agreed. Quotes were being sought and expenditure of up to £2k was agreed.
- A reduction in base rent for the Café in the Park had been agreed as 25% for June and July and would be reviewed for August.
- There had been an agreement by majority for a motorised trailer to be purchased up to the value of £2.4k.
- Draft policies had been created and discussed for the use of the park, during covid and also general park guidance. It had been agreed that four 121 sessions could be held in the park at any one time and all applying to social distancing rules. The policies would be circulated to all councilors to view.
- BG Fitness would restart in the park in line with government guideline and their fee would be reduced by 50% to £20 per week and would be reviewed in one month. The Clerk highlighted that BG fitness were actually in credit with their payments.
- There had been a 121 football training request agreed which would take place on the meadow area or east of the tennis courts. Agreed a permit fee of £20.
- Adult cycling in the park had been discussed as this was contrary to bylaws. It was agreed that the situation would be monitored and no action taken at this time.
- It had been agreed that temporary signs requesting no BBQs would be purchased and put up around the park.
- Work at the Tennis Club had started and a number of payments had been agreed.
- It was agreed that ground maintenance would continue to employ someone to trim the footpaths on the allotments – the Clerk stated that the person that currently did it would be stepping down so would need to find a replacement
- The request to widen the churchyard gate had been rejected.

### **ii. Park Bins – temporary cover**

Temporary cover to empty the bins was required for Saturday and Sunday and it was suggested that this was covered by the parish councillors. The gate also needed to be closed on a Monday and Friday. Cllr Wyatt agreed to do the gate and the other cllrs would cover the bins for the time being but the situation needed to be monitored and if the situation prolonged it could be that additional support be brought in. It was agreed that authority to agree this be delegated to Cllr Tubb, Cllr Read and the Clerk.

### **iii. Tennis Club S106 Project Quotes**

The hard standing for the tennis club hut had been changed and 3 quotes obtained for the work:

- Quote 1 £4750
- Quote 2 £4459
- Quote 3 £4150

It was agreed to go with quote 3 as the lesser quote and previous work had been carried out.

**MOTION:** to approve quote for hard standing PROPOSED by Cllr Mason, SECONDED by Cllr Howard and AGREED.

iv. Events

Play in the play – the event was planned to be held last Monday of July and had not yet been cancelled as it was felt there was the possibility of changing the structure of the event to allow for social distancing requirements. It would be discussed at the next facilities meeting.

Astonbury – the event was planned for 18 August and it was unlikely that it would go ahead and a decision would be made by the next parish council meeting on 18 July 2020.

- Requests  
There were none.

**20.69 Community Centre Committee**

i. Reports from the Committee

The community centre build had started up again and were benefiting from the good weather. The new completion date was 6 November 2020.

ii. Delegated Authority Decisions

There had been a number of delegated decisions that had been taken place and this allowed for things to be moved on quickly. Site meetings were still taking place monthly. The following items had been discussed/agreed under delegated authority:

- £1073 for extra clips for the solar panels.
- Looking at different doors.
- Option of changing spec of glass in main hall but keeping as is as there would have been a charge.

It was noted that the loss of the contract administrator had caused some issues and things were not running as smoothly.

**The Chairman opened the meeting again for public Participation.**

A member of the public thanked the Parish Council on behalf of the residents of Church Green for the planting of box trees, replacing those that had been lost due to damage caused by a lorry. These were being watered regularly by residents. The resident was thanked for the help and also for the support with the park view and main entrance.

**20.70 Staff Matters - CONFIDENTIAL**

The following updates were given regarding discussions at the Finance and Staffing Committee:

- The committee recommended to the Parish Council to pay for the services of a recruitment company to help fill the assistant clerk post. This would be at a cost of 17% of the pro rata annual salary for the position, but it was felt it would mean that a wider pool of candidates with the right skill set could be sought. The company also did all the initial screening.
- The National Association of Local Councils (NALC) had not yet published their salary bands and it was recommended that reviews of any pay would

not be carried out until this was available. Any pay increases awarded would be backdated to April 2020.

- The administrator had temporarily taken on an additional 5 hours per week and could potentially make this permanent after September.

**MOTION:** to accept the recommendation of the F&S committee PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED by majority with two abstentions due to cost of recruitment agency.

**20.71 Date of next meeting**

15 July at 6.30pm