



# ASTON CLINTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council

held at 6.30pm on 18<sup>th</sup> May 2022 at the

Parish Council Office, Aston Clinton Park, London Road HP22 5HL

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

**IN ATTENDANCE:** Mrs S Payne (Clerk/RFO), & one member of the public.

**22.01 To Elect a Chairman. It was resolved that Cllr C Read be elected Chairman.**

**22.02 To Elect a Vice -Chairman. It was resolved that Cllr P Wyatt be elected Vice-Chairman.**

**22.03 To Receive the Signed Acceptance of Office from the Chairman and Vice-Chairman.**

Cllr Read and Cllr Wyatt signed the Declaration of Acceptance of Office.

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

A member of the public reported that there was an overhanging hedge near the guide hut on Aylesbury Road which was obstructing the footway. There were also several drains along Aylesbury Road which were blocked due in part to concrete run off from the new development on Aylesbury Road. It was agreed that the owners of the overhanging hedge and Transport for Bucks would be contacted regarding these issues. **ACTION: Clerk**

**22.05 To Receive Apologies for Non-Attendance.** Received from Cllr P Birchley, Cllr M Collins & Cllr A Judge.

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

**22.07 To Receive & Approve the Minutes of the Extraordinary Council Meetings held on 22<sup>nd</sup> March, 1<sup>st</sup> April & 27<sup>th</sup> April 2022 and the Council Meeting held on 20<sup>th</sup> April 2022.**

The minutes of the meetings held on 22<sup>nd</sup> March, 1<sup>st</sup> April, 20<sup>th</sup> April and 27<sup>th</sup> April 2022 were approved as true and accurate records and were signed by the Chair.

**22.08 To Agree the Membership, Terms of Reference and Appoint a Chair for the Following Standing Committees.**

**It was resolved that membership of the standing committee were as follows:**

- a. Facilities Committee: Cllr McCall (Chair), Cllr Goode, Cllr A Judge, Cllr C Judge, Cllr Mason, Cllr Read, Cllr Ronson & Cllr Wyatt.
- b. Finance & Staffing Committee: Cllr Read (Chair), Cllr Mason, Cllr McCall, Cllr Ronson & Cllr Wyatt.
- c. Planning Committee: Cllr Mason (Chair), Cllr Hughes, Cllr McCall, Cllr Read & Cllr Wyatt.

**It was resolved that vice -chairs would be elected at the first meeting of each committee.**

**It was resolved to approve the amended Terms of Reference for each committee.**

**22.09 To Agree the Members & Terms of Reference for the Community Centre Committee.**

**It was resolved that there was no longer a requirement for a Community Centre committee and that a Red Kit Pavilion Working Group be established. Membership would be Cllr Hughes, Cllr Mason and Cllr Read. The working group would report to the Facilities Committee.**

## 22.10 To Appoint Council's Representatives on Outside Bodies.

**It was resolved that the members of the following outside bodies were as follows:**

- a. Wendover & Villages Community Board: Cllr Goode, Cllr Mason, Cllr Ronson & Cllr Wyatt.
- b. Bucks Parish Liaison Group: Cllr Ronson & Cllr Wyatt.
- c. Bucks & Milton Keynes Association of Local Councils: Cllr Ronson.
- d. Arla & Olleco Liaison Group: Cllr Wyatt.
- e. Aston Clinton Youth Club: Cllr Ronson.
- f. Transport for Bucks Liaison: Cllr Goode & Cllr Hughes.

## 22.11 To Review Members' Register of Interests. Members reviewed their Register of Interests. Cllr Hughes would update his register and inform the Clerk. **ACTION: Cllr Hughes**

## 22.12 To Appoint the Clerk as Council's Responsible Financial Officer.

**It was resolved to appoint the Clerk as the Responsible Financial Officer.**

## 22.13 Council

- i. Reports from external bodies: Transport for Bucks: Traffic Calming: Cllr Read reported that he and Cllr Wyatt had met with Transport for Bucks to discuss the traffic calming proposals for London Road. TfB were proposing the removal of the raised platform outside Orchard Close. Council agreed that the raised platform should remain. TfB would be informed. Work is expected to begin during autumn 2022.
- ii. Annual Parish Meeting: The Clerk reported that the upstairs room of the RKP had been booked for 24<sup>th</sup> May. Local groups had been invited to provide a report to the meeting. The Chairman would draft a report on the activities of the Council over the past year. Refreshments would be made available.
- ii. Operation London Bridge: Council considered the proposed arrangements for Operation London Bridge. It was agreed that floral tributes would be placed on the green in front of the RKP. The proposed items would be purchased except the book of condolence. The condolence book costs would be researched further. **ACTION: Clerk/Cllr Mason**

## 22.14 Finance & Staffing

- i. The draft minutes of the Finance & Staffing Committee held on 9<sup>th</sup> May 2022 were noted and their recommendations were approved
  - a. **It was resolved to adopt the updated Risk Management Register.**
  - b. **It was resolved to adopt the updated Financial Regulations.**
  - c. **It was resolved to approve the Asset Register at 31<sup>st</sup> March 2022.**
  - d. **It was resolved to increase the Clerk's pay scale by one increment point following the completion of six months in post.**
- ii. **It was resolved to approve the annual accounts for the year ending 31<sup>st</sup> March 2022.**
- iii. The internal auditor's report and observations were considered and noted.
- iv. The Annual Governance Statement 2021/22 was considered by Council. **It was resolved to approve the Annual Governance Statement 2021/22 which would be signed by the Chair and Clerk at the earliest opportunity.**
- v. The Annual Accounting Statement 2021/22 was considered by Council. **It was resolved to approve the Annual Accounting Statement 2021/22 which would be signed by the Chair at the earliest opportunity.**

- vi. Council noted the period during which interested electors may inspect the unaudited account would run from Monday 13<sup>th</sup> June until Friday 22<sup>nd</sup> July 2022.
- vii. Council noted the current direct debits and standing orders from Council's bank accounts.
- viii. Council considered the grant application for £1,440 from Buckland & Aston Clinton Cricket Club for the cutting of grass around the perimeter of the ground for one year. **It was resolved to approve the application for a grant of £1440 to Buckland & Aston Clinton Cricket Club for the cutting of grass around the perimeter.** **ACTION: Clerk**
- ix. Payments totaling £18,327.50 were approved.

#### Payments over £500

Invoice Date	Company	Description	Net £	Vat £	Total £
18/05/2022	ASL Zorb Mania	Hire of Land Zorbs & Slide for Jubilee	£1,000.00	£0.00	£1,000.00
05/05/2022	Buckinghamshire Council	Play in the Parishes 25 July/22 Aug	£950.00	£190.00	£1,140.00
29/04/2022	Frank Cooper and Son Limited	Ground Maintenance April 2022	£1,442.92	£288.58	£1,731.50
18/05/2022	Funday Entertainment Ltd	Jubilee: Stalls balancing payment	£840.00	£240.00	£1,080.00
18/05/2022	James Brown	Jubilee: Flypast balancing payment	£1,800.00	£0.00	£1,800.00
18/05/2022	Lifelong Steel Sheds	Deposit for Steel Garage	£3,000.00	£0.00	£3,000.00
15/04/2022	Npower Business Solutions	Streetlights electricity March 2022	£857.27	£171.45	£1,028.72
02/05/2022	H A Phipps Fencing Contractor	Picket Fencing posts /repair knee rail	£811.50	£0.00	£811.50
12/05/2022	Quill Hall Arboriculture Limited	Emergency Tree work in park wood	£1,200.00	£240.00	£1,440.00
16/05/2022	UK Power Networks	Reconnection of Garage Electrics	£1,075.00	£215.00	£1,290.00
26/04/2022	Your Café in the Park	Contribution to Kitchen Plumbing	£570.00	£0.00	£570.00
			<b>£13,546.69</b>	<b>£1,345.03</b>	<b>£14,891.72</b>

#### 22.15 Facilities

- i. The draft minutes of the Facilities Committee held on 27<sup>th</sup> April 2022 were noted and their recommendations were approved
- ii. RKP Hire Policy: Council considered options for offering local groups concessionary terms when hiring rooms in the RKP. It was agreed that Cllr Mason and Cllr Read meet with the RKP tenant to discuss rates offered to charities and not for profit groups and report back to Council. **ACTION: Cllr Mason/Cllr Read**
- iii. Extension to the current CCTV provision: The date on which installation must be completed has been extended to 31<sup>st</sup> August 2022. Quotes are being sought for the caballing and installation of the extension pole. **ACTION: Cllr Mason**
- iv. RKP Snags: Cllr Hughes reported that the ground lights have been repaired and the lift in the lift is working.

#### 22.16 Events

- i. The Queen's Platinum Jubilee Party: Cllr C Judge provided an update and confirmed that all necessary documentation was in place. The Events Working Group would be meeting to go through the final logistics for the day.

#### 22.17 Planning Committee

- i. The 13<sup>th</sup> April 2022 Planning Committee meeting minutes and draft minutes of 4<sup>th</sup> May Planning Committee meeting were noted.

The meeting closed at 8.43pm

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