

The minutes of the meeting of the Parish Council on  
**Wednesday 17th February 2021 at 6.30pm at the Parish Council Virtual Meeting Room.**

**Present**

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

**In attendance**

E Barry, Clerk and R Bennett (recording). Cllr Paternoster (BC), Cllr Chapple (BC), J Hughes, P Elwin (Wendover Canal Trust) and one member of the public.

- 21.19 Apologies and Co-option  
There were no apologies

**MOTION:** to agree to co-opt James Hughes onto the council PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

- 21.20 Declaration of Interests: For councillors to declare any personal and/or prejudicial interest in items on the agenda  
There were none.

Cllr Judge and Cllr Duffield joined the meeting and confirmed they had no declarations of interest.

- 21.21 To approve the minutes of the last Parish Council meeting PROPOSED by Cllr McCall, SECONDED by Cllr Wyatt and AGREED.

- 21.22 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.

No discussions were held.

- 21.23 Council

- i. Reports from external bodies  
There were none.

- ii. Community Board projects  
No further update was available.

- iii. Wendover Community Board fund – Towpath upgrade proposal

P Elwin attended the meeting requesting support for the tow path upgrade within Wendover Parish that was being presented to the Wendover Community Board in March, which would impact Aston Clinton. P Elwin highlighted that the Canal and River Trust had provided a proposal with four options to be considered. The overview of the proposals was discussed in detail and the potential costs of the work and the funding streams. P Elwin agreed to share the costing spreadsheet with the clerk to

circulate to the parish councillors. The councillors discussed the possibility of extending this project to include up to the bridge at Stablebridge Road, to connect into the footpath project the parish council were look to implement and P Elwin said that this could be possibility.

**MOTION:** To agree formal support of this project to the Wendover Community Board PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

#### 21.24 Clerk's Report

The Parish Council had received a letter from Rob Butler MP, thanking the Parish Councillors for their work in the constituency and inviting them to an online discussion with him.

A meeting had been set up with Buckinghamshire Council for the 22ndFebruary for an update on Traffic Calming for Aston Clinton.

The Parish Council would also be meeting with representatives of the Aylesbury Garden Way project soon to discuss how it can link with Aston Clinton.

#### Elections update:

The Government had now confirmed that elections will take place on 6 May 2021. The Buckinghamshire Council Unitary wards and Town & Parish Councils within the former Aylesbury Vale area would be administered by the Aylesbury area office (The Gateway). A Briefing for these Wards would take place on: Wednesday 10 March 4pm virtually on teams and an invite had been sent out to parish councillors.

#### 21.25 Finance and Staff Committee

##### i. Reports from the Committee

Cllr Watton reported that reconciliation had taken place and all was in order.

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

Reports had been circulated prior to the meeting, with nothing additional to add. Cllr Watton highlighted the following:

- The Deed of Variation had now been signed by Kerr and Buckinghamshire Council. £97k had been drawn down already to pay for community centre invoices.
- Base rent for the Café to remain at zero for March.
- The café had made payments on account for base rent and turnover during the last year which would now result in a repayment from the Parish Council. In order to narrow the gap of payback, it had been agreed that the café made no payment in January, February and March.
- Cllr Tubb continued to draft the covid insurance claim.

**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 Judge and AGREED.

##### iii. Community Centre – reports and budget status

Previously discussed at the Finance and Staffing meeting and summary report circulated to the Parish Council. The following items were highlighted from the minutes:

- Main contract total projected up £630 to £1,827,530 (due to OHP on drains and a potential extra £364 for shower door handles.
- Development costs actual/paid up from £2700.
- Development costs total projected down £5,475 (as architect CA fees confirmed as not being charged for December and January and £1,500 CBG predicted acoustic fee no longer required)
- Total Expected fees for Main contract and development costs down £4,845.47 to £2,052,490
- Costs outside main change was to the Soft Landscaping forecast which had increased around 5K to £14K to include the addition of picket fencing to soft landscaping areas should that be

approved at parish council.

- Contingency for outside the contract was currently estimated at just under £4K and expected the AV to come in under budget so there was still available contingency.
- Total expenditure to date was £2m1k against a total budget of £2m152k.

iv. Any payments to be agreed

Councillors had received the schedule of payments to review prior to the meeting. With the exception of the November Architect which was being recommended to be held to the end of the defects period and to be for the reduced amount of £2200 Net (minus the £500 charring fee), the remainder of the invoices had been checked and were being recommended for payment.

Community Centre Invoices - APPROVED by committee					
12/02/2021	PC - Crowthers	Principal design fees final payment	£1,500.00	£300	£1,800.00
09/02/2021	PC - George Electrical services	Electrical works for CC AV	£350.00	£0	£350.00
04/02/2021	British Gas	British Gas Community Centre gas bill to 1st Febru	£1,231.53	£246.30	£1,477.83
01/02/2021	Edgar Taylor Construction	Main contractor invoice incl 50% retention release	£50,942.17	£10,188.43	£61,130.60
01/02/2021	British Gas	British Gas Community Centre electricity bill to 1 <sup>st</sup> February	£763.47	£152.69	£916.16
31/01/2021	M&J Welding	Fit Oak beams into P.F.C top beam, line gas cut plates back in line, weld both sides, spray cold zinc galvanised. 8 Hours	£304.00	£60.80	£364.80
25/01/2021	Artemis Chartered Landscape Architects	Setting out of plants at Aston Clinton New Commu	£180.00	£ -	£180.00
12/01/2021	Mark Stroud	Carpentry work carried out at new hall & social club Aston Clinton Park to fit new kitchen & worktops - <i>remaining balance out of a total of £1200 for CC FF servery fit out.</i>	£200.00	£0.00	£200.00
22/12/2020	James Turner I.C.I.O.B	U value calculations with regards to Aston Clinton	£60.00	£0.00	£60.00
30/11/2020	CBG Consultants	Aston Clinton - New Village hall (hayward smart architects)	£1,890.20	£378.04	£2,268.24
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
30/10/2020	CBG Consultants	Aston Clinton - New Village Hall	£630.20	£126.04	£756.24

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

v. Temporary Accommodation Delap charges

Cllr Tubb stated that the temporary accommodation had now been removed and a claim for damages had been submitted by the supplier. The damages had been agreed, but the invoices provided were deemed too high. Parish councillors and co-opted member Keith Loxley had discussed with the supplier and reduced several invoices; however, some were still outstanding to be agreed. The Parish Council were asked to agree those that had been approved and to give delegated authority to agree those outstanding following further discussions with the supplier. These costs would also need to be discussed with the tenant as they would be liable for the costs.

**MOTION:** To agree temporary accommodation Delap charges for passing onto the tenants of the buildings

**AMENDED MOTION:** To agree temporary accommodation Delap charges for passing onto the tenants of the buildings and to allow the Community Centre Delegated Authority to negotiation final outstanding costs PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED.

vi. Virement

The Clerk requested that the balance remaining in the park landscaping budget be moved to the community centre budget.

**MOTION:** to approve recommendation of the Finance and Staff Committee for the virement of the remaining balance of park landscaping to the Community Centre budget code 4321 PROPOSED by Cllr Howard, SECONDED by Cllr Ronson and AGREED.

- vii. Year End Close Down – update  
Rialtas to carry out year-end close down at a cost of £360.

**MOTION:** to approve quote for Year End Close Down PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED.

- viii. Staffing Matters  
The Clerk updated that a temporary assistant clerk was due to start the following week. This would be a rolling contract week on week and would be 15-25 hours per week. It was confirmed that the hourly rate included any agency fees and on costs.

**MOTION:** to approve appointment of interim assistant clerk as recommended by the staffing sub committee PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

#### 21.26 Planning Committee

i. Reports from the Committee

Cllr Wyatt, Chairman of the Planning Committee gave the following updates:

- The Rectory Homes appeal had been dismissed which was a good result as it was contrary to the Aston Clinton Neighbourhood Plan and the Parish council had worked hard to ensure that the neighbourhood plan policies were adhered to and the Appeal inspector had agreed with this.
- Cllr Paternoster (BC) had confirmed that the Woodlands planning application had been due to go to the Strategic Sites planning committee on Thursday 25 February for determination. This had now been postponed until the March meeting because not all the documentation had been ready.
- The Hampden Fields application would be going to Committee on Wednesday 24 February at 10am as arranged. The documents for the meeting were now on the Bucks Council website.

#### **Review and Recommendations of Planning Applications: Small Scale**

**21/00053/APP:** 40 Aylesbury Road - **RESOLVED: No objection.**

**21/00274/APP:** 14 Green End Street - **RESOLVED: In support.**

**21/00275/ALB:** 14 Green End Street - **RESOLVED: In support.**

**APPEAL - 20/00090/REF:** Woodside Farm Chivery - Appeal set for 11 March at 10am. The Inspector would visit the site as normal. Agreed to let it go forward with no further comments. The Committee's no objections still stood.

#### **Review and Recommendations of Planning Applications: Large Scale**

**21/0081/APP:** Westonmead - **RESOLVED: No objection.**

**20/01269/APP:** Land south of Aylesbury - This application had been sent to the Committee for information purposes and not as a consultee. The Committee had reviewed the documents and agreed no comment was required.

**21/00168/APP:** Unit 3 Symmetry Park Samian Way, Temporary use of land for filming, for a 10-month period - **RESOLVED: No objection.**

#### **Other (for report only)**

**Hertfordshire Waste Local Plan** – Draft Plan consultation. The Committee felt they needed more time to read through and agreed to defer to the next planning.

- ii. Public Service Infrastructure and Permitted Development Consultation response from Buckinghamshire Council  
Cllr McCall confirmed that Cllr W Whyte (BC Cabinet Member) covering letter and response had been submitted and covered all concerns raised. It was agreed that as a Parish Council there was no need to respond other than objecting to the planning proposals on the basis that they required

further scrutiny. It was agreed that there would be a motion on the next Planning Committee to agree a response to the letter.

#### 21.27 Facilities Committee

##### i. Reports from the Committee

There had been no meeting since the last parish council meeting in February. Cllr Read highlighted the following:

- There had been an email received about extending the skate park to allow more space to use away from younger children. This would have to be discussed at the next meeting.
- 5 Elm Trees were being planted in the park on 22 February. The planting of the trees and their location had been agreed by the committee some time ago.

##### ii. Skate Park - Graffiti Artists

The council had been approached about allowing a graffiti artist to use the skate park. The Parish Council raised some concerns that it could lead to others doing the same without permission. The park had had some previously commissioned for the park and it was thought it could be good as the concrete did look tatty. At this stage the Parish Council were only being asking to start conversations with Buckinghamshire Council.

**MOTION:** To agree a response to Buckinghamshire Council on engaging with graffiti artists working with young people for skate parks PROPOSED by Cllr Watton, SECONDED by Cllr Read and AGREED by majority. 3 Cllrs voted against the motion.

##### iii. Events

###### - Horticultural Society

To consider request from the Horticultural society to hold an event in the park in April

The Horticultural Society had requested to hold a tabletop/stall event on a Saturday morning. The Parish Council agreed and suggested that the small car park would be an ideal location as would help with visibility and if the weather was poor.

Cllr Tubb put forward the proposed date for Astonbury as 14 August 2021. Although at the time of the meeting it was suggested that it would be unlikely to take place, Cllr Tubb wished to start planning the event, so they were prepared if it were allowed. There would be no upfront cost to the Parish Council to do this. It was also suggested that a second provisional date for later in the year also be considered. The Parish Council were happy for Cllr Tubb to continue to plan with the sub- committee and report into the Parish Council.

#### 21.28 Community Centre Committee

##### i. Project update

Cllr Tubb gave the following update:

- Work was almost complete – several snagging issues still to be addressed.
- The café tenant was now in the building, but not trading from it.
- The servery was being built and the extractor fan had been fitted.
- The floor had now been put back down and the building had been cleaned.
- Due to Covid-19, no opening ceremony had been planned.
- A meeting to be held with the café tenant to understand timeline for work to be completed.

##### ii. Contractor electricity and gas supply

The Clerk updated that the British Gas bill (gas and electric) was from the final metre readings for the community centre prior to handover and had been discussed by the Chairman of the Finance & Staffing committee, Facilities committee, Community Centre committee and the Parish Council. The clerk had circulated an email detailing the proportion of costs. It was also mentioned that the water metre was still being investigated.

**MOTION:** to agree amount due from the Contractor PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED.

iii. Signage

Cllr Mason shared the mock-up designs for the community centre main signage, giving options for font and colour. The presentation had 6 options for the font and could either be stainless steel or red and the following vote was taken.

**Font**

Option	Votes
Option 1	2
<b>Option 2</b>	<b>6</b>
Option 3	1
Option 4	2
Option 5	0
Option 6	0

**Colour**

Option	Votes
Stainless Steel	3
<b>Red</b>	<b>8</b>
Another	0

**MOTION:** to sign off External signage design for the community centre PROPOSED by Cllr McCall, SECONDED by Cllr Watton and AGREED by majority with 2 abstentions.

The following quote was given:

- Acrylic floating appearance for inside and some outside £995.05.
- External main signage. £1892.22 including installation.

**MOTION:** to sign off External signage quote PROPOSED by Cllr McCall, SECONDED by Cllr Read and AGREED.

It was also agreed that internal signage would be on clear acrylic with black writing, upper and lower case, icons for toilet signage and the names for the meeting rooms would be discussed another time.

iv. Soft Landscaping Fencing

Three quotes had been obtained for the picket fencing, which had been circulated prior to the meeting. It was agreed that it would be brown as it would fade and blend with the wood of the building.

**MOTION:** To approve addition and design of picket fencing to soft landscaped areas PROPOSED by Cllr Mason, SECONDED by Cllr Howard and AGREED.

Cllr Tubb ran through the three quotes received and any associated information.

- Quote 1 – this was the cheapest quote, but no evidence of any previous work they had carried out. Cllr Read had met them to discuss.
- Quote 2 – had also completed the planting.
- Quote 3 – the quote included green fencing and not brown as required. The contractor was struggling to get a quote for brown and it would make the quote more expensive.

It was agreed that Cllr Read would contact the contractor of quote 1 in order to go and see some of the previous work they had completed. Online reviews were also positive.

**MOTION:** To agree fencing quote 1

**AMENDED MOTION:** To agree fencing quote 1 subject to Cllr Read verifying quality of previous work  
**PROPOSED** by Cllr Mason, **SECONDED** by Cllr Ronson and **AGREED**.

v. Ramp to Churchill Hall

One quote had been received to replace the ramp, which was the same contractor as Quote 1 above so Cllr Read would negotiate the price.

**MOTION:** To agree quote for repairs to ramp to Churchill Hall **PROPOSED** by Cllr Wyatt, **SECONDED** by Cllr Watton and **AGREED**.

vi. Quotes

There were none.

**MOTION:** to agree any quotes

vii. Delegated Authority Decisions

There had been two decisions since the last meeting:

- Accepted the flat roof.
- Change the alarm door with external fittings.

The Chairman opened the meeting back up to members of the public. A resident asked if a walkway around the whole park had ever been considered. It was stated that it had not been looked at recently and could be discussed at a later meeting and that funding would have to be sourced for a project of its kind.

21.29 Date of next meeting

17 March at 6.30pm on Teams.

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