

The Annual Meeting of Aston Clinton Parish Council on **Wednesday 19th May**  
2021 at **7.00pm**  
In the main hall, **The Red Kite Pavilion**, Aston Clinton Park, London  
Road, Aston Clinton, HP22 5HL

**Present**

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

**In attendance**

E Barry, Clerk, R Bennett (recording), Cllr B Chapple (BC), Cllr M Collins (BC), Cllr J Ward (BC) and Cllr S Bowles (BC) and one member of the public

As the meeting was taking place in the new Red Kite Pavilion, Cllr Tubb reiterated the health and safety rules.

**21.58 Election of the Chairman and Vice Chairman**

Cllr Tubb announced that she would be resigning as Chairman of the parish council and as a parish councillor with immediate effect. Cllr Tubb stated that it was not a decision she had wanted to take and would still work for the good of the village and would also continue to be involved with the Youth Club. Cllr Tubb left the meeting.

Cllr Read as Vice Chairman opened the meeting.

**MOTION:** To elect a Chairman for the coming year and receive the Chairman's Declaration of Acceptance of Office. Cllr McCall PROPOSED Cllr Read as Chairman, SECONDED by Cllr Judge and AGREED by majority. 6 votes in support, 1 against and 1 abstention

**MOTION:** To elect a Vice Chairman for the coming year Cllr Mason PROPOSED Cllr McCall, SECONDED by Cllr Judge, then Cllr Ronson PROPOSED Cllr Wyatt, SECONDED by Cllr Read. Following a vote, Cllr Wyatt was elected as Vice Chairman with five votes to three.

**21.59 Apologies**

There were none.

**21.60 Declaration of Interests and Acceptance of Office:**

- i. **For councillors to declare any personal and/or prejudicial interest in items on the agenda**  
There were none.
- ii. **Councillors will also be asked to complete a Declaration of Interests Form for their term of office**  
Councillors were asked for these to be completed by the end of the week and dropped into



the parish council office. The forms were also available online.

At this point in the meeting Cllr Howard also resigned with immediate effect and left the meeting.

**iii. To receive and countersign the Acceptance of Office Declarations**

All declarations were signed at the meeting and handed to the Clerk.

**21.61 To approve the minutes of the last Parish Council meeting**, following one amendment by Cllr Watton the minutes were PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt, AGREED and signed by the Chairman.

**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.

A member of the public raised concerns regarding the recent consultation on parking regulations and restrictions and in particular those relating to Aston Hill and Hale Lane. It was felt this inhibited some residents that needed to park closer to access certain areas. Cllrs from Buckinghamshire Council present agreed that there needed to be a happy medium and urged residents and the Parish Council to respond to the consultation. Cllr Read stated that the Parish Council would respond to the consultation and include the points raised.

**21.62 Council**

**i. Reports from external bodies**

Buckinghamshire Council had now put in strips to collect speed data around the 20mph 'triangle' (Brook Street, Green End Street (including College Road South) and Twitchel Lane.

**ii. Community Board projects**

- Waiting restrictions at Shell Garage proposed addition

Following an in-depth discussion it was agreed to leave the proposal as presented by Buckinghamshire Council apart from the first section along the London Road (Cllr Read marked on map). The proposal would be going out to consultation so further consideration and responses could be given.

**MOTION:** to agree the waiting restrictions proposals as outlined by Transport for Buckinghamshire (with slight amendment as above) PROPOSED by Cllr Mason, SECONDED by Cllr Judge and AGREED by majority following a vote (6 voted to remove, 2 against and 1 abstention).

**21.63 Governance, Committees and Processes**

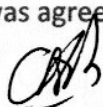
**i. Standing Orders**

The following points were made:

- The Standing Orders stated no meeting exceed 2.5hrs however the Parish Council worked to 2hrs. It was agreed to leave at 2.5hrs in Standing Orders.
- It was asked that the Standing Orders to include that anyone wishing to stand as Chairman or nominate, that these are put forward two weeks in advance of the AGM. The Clerk agreed to take advice on this.

Code of Conduct was agreed as is.

MINS202105192Chair's initials



**MOTION:** Review and re-adoption of the Standing orders and Code of Conduct for the coming year  
PROPOSED by Cllr McCall, SECONDED by Cllr Ronson and AGREED.

**ii. Financial Regulations**

The Financial Regulations had been circulated prior to the meeting. These had been updated in 2020 and the Audit had agreed them. The Finance & Staffing Committee did not recommend any changes to be made.

**MOTION:** to approve and adopt the Financial Regulations for the coming year, as recommended by the F&S Committee PROPOSED by Cllr Watton, SECONDED by Cllr Ronson and AGREED.

**iii. Other Processes, Policies and Procedures**

A list of all policies had been circulated prior to the meeting and it was recommended that these were to be reviewed before the next Parish Council meeting and signed off.

**MOTION:** to be reviewed and adopted for the coming year at the next Parish Council meeting  
PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

**iv. Committees & Sub Committees**

The Parish Council were asked to agree the number of members required for each committee and sub committee of the Parish Council. They were agreed as follows:

**Structure**

Finance and Staff Committee	Minimum of 5/maximum of 6
Facilities Committee	Minimum of 7/maximum of 11
Planning Committee	Minimum of 5/maximum of 7
Community Centre Committee (agreed to be wound down at the end of the snagging period)	No changes – 7 plus, 2 co-opted

- a) **MOTION:** to agree the following Committee Structures for 2021/22 PROPOSED by Cllr Judge, SECONDED by Cllr Ronson and AGREED.

**Members**

Finance and Staff Committee	Cllrs Ronson, McCall, Judge, Wyatt and Read (Cllr Watton to volunteered to carry on performing the reconciliation, Clerk to confirm).
Facilities Committee	All Parish Councillors
Planning Committee	Cllrs Wyatt, McCall, Read, Mason and Hughes
Community Centre Committee	Cllrs Mason, Watton, Read plus 2 co-opted members, Keith Loxley and Giles Holder



- b) **MOTION:** to agree membership of each Principal Committee PROPOSED by Cllr Wyatt, SECONDED by Cllr Mason and AGREED.

The Clerk highlighted that they had lost a member of the Delegated Authority which would need to be replaced by another councillor. Cllr Watton agreed to consider once she had sight of the agreement.

- c) **MOTION:** Membership of Sub Committees to be determined at their corresponding Committee meetings PROPOSED by Cllr McCall, SECONDED by Cllr Wyatt and AGREED.

All Terms of Reference had been circulated prior to the meeting. A query had been raised regarding in the wording in the F&S ToR relating to setting the budget and precept. The Clerk would take advice.

- d) **MOTION:** to agree the terms of reference for each Principal Committee PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

- e) **MOTION:** Sub-Committee terms of reference to be determined at their corresponding Principal Committee meetings PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

- f) **MOTION:** Committee Chairman and Vice Chairman to be elected at each Committee meeting PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

#### **21.64 21.65 Councillor & Staff Engagement**

**MOTION:** All Parish Councillors have read, fully understand and are in agreement with the points presented in the Councillor & Staff Engagement document PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

#### **21.65 Review of Subscriptions and Memberships**

- Accounting Software provider - Tax digital annual fee £59.00
- Accounting Software provider - Alpha Software Annual £124.00
- Membership SLCC Societies of Local council clerks - around £240 TBC
- Membership BALC, NALC, LCR Subscription £756.51
- Annual Data Protection fee £40.00

**MOTION:** to review and agree the Council's subscriptions and memberships for 2021/22 PROPOSED by Cllr McCall, SECONDED by Cllr Wyatt and AGREED.

#### **21.66 Clerk's Report –**

The Clerk read out the following report

*Parish Councillors, this is a new term and a newly elected council, albeit formed of councillors who were already in office prior to the elections.*

*As such, this is a great opportunity for you all to take stock of what is expected of you.*

*Councillors contribute to the work of the Council by suggesting ideas, influencing policy, engaging in*





*constructive debate and by responding to the needs and views of the community. Councillors comment on proposals to ensure the best outcome and vote to enable the Council to make decisions. Individual Parish Councillors cannot make decisions on behalf of the Council, but they can actively lead and engage with local projects. Parish Councillors have no powers outside of the Council meeting.*

*You are elected representatives, not volunteers or employees and must comply with the Code of Member Conduct.*

*With the exception of Cllr Hughes, who will be attending one in June, you have all been on a councillor training course, however, for those where it has been a while it is recommended that you go on one by way of a refresher. One councillor has already booked a place as a refresher and I strongly encourage those of you who haven't been on one in a while to attend one also. Please email Lisa for the details and for booking a place. I would also recommend for those who are fulfilling a chairman's role, be it of the council or a committee, regardless of how much experience you have with this, to attend a chairing skills course. There is always something to learn no matter how experienced you are.*

*Other matters that I think it important to address over the coming months include practical arrangements for liaising with the Clerks and other staff and use of the parish council offices.*

*Please also be reminded that the red kite pavilion can not be used for any meetings other than by arrangement via the Clerk.*

*Many thanks*

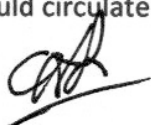
## **21.67 Finance and Staff Committee**

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

### **ii. Income and Expenditure report and balance sheet to end March 2021**

#### **The Clerk highlighted the following:**

- The general reserve was showing on the balance sheet as just under £57k, however, this did not include the \$106 monies due in 2021/22
- Earmarked reserves - £61k for the community centre project (further expenses in April so this had been spent).
- Earmarked reserves - £150k relating to the Public Works Loan.
- Remaining Covid Support Grant that was unspent to be returned to Buckinghamshire Council.
- Reconciliations for month end had been carried out and all in order.
- Month end report was expected.
- £1k income from Café and Football Club relating to de-lap charges for temporary accommodation. Football Club had paid, Café were still in discussion.
- 50 % of \$106 relating to Land South of Aylesbury was expected soon as work had started.
- List of invoices had been circulated to all Parish Councillors. The Clerk highlighted those that had been recommended by the Finance & Staff Committee to be signed off and those that were on hold.
- The first working party for the Investment Strategy had been held. Cllr Watton was drafting and would circulate following the next working party.



- Internal Audit Report – no further recommendations had been made since the interim report other than reviewing if the tennis club huts should be listed as an asset, due to the fact the Parish Council owned the land and obtained funding. It was discussed that it could be the same for the Bowls Club and the Clerk agreed to seek advice.
- Agreed that the AGAR would be presented in draft at the Finance and Staff Committee on 14 June and then signed off at next Parish Council meeting. Exercise of Public Rights to be published starting Monday 21 June to Friday 30 July (30 working days).

**MOTION:** To note the end of year I&E report and balance sheet PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

### iii. Month-end budgets and EMR report

**MOTION** to note month end I&E report and EMR report to end April PROPOSED by Cllr McCall, SECONDED by Cllr Wyatt and AGREED.

### iv. Year end Internal Audit report

**MOTION:** to note Internal Audit report and agree any recommendations from the F&S Committee PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

### v. Process for signing and submission of AGAR

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

### vi. Exercise of public rights

**MOTION:** to set the period for the exercise of public rights as recommended by the F&S Committee PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and AGREED.

### vii. Payments to be agreed

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

17/05/2021	PC - Frank Cooper and Son Limited	18/03/2021 to verti-drain the pitch. All as our quote dated 06/05/2020	£378.00	£75.60	£453.60
	PC - Buckinghamshire & Milton Keynes Association of Local Councils				
17/05/2021	Councils	Introduction to VAT for local councils	£30.00	£0.00	£30.00
		Installed original 125m of brown round top picket fencing at 3ft high, repaired slab base ramp, installed additional fencing near parish council building (11m), installed additional corner slab, lifted and repaired four slabs			
13/05/2021	PC - Barnes & Wells tree care		£6,130.00	£1,226.00	£7,356.00

## 21.68 Planning Committee

### i. Reports from the Committee

No planning committee meeting had been held since last PC meeting.

### ii. 21/00759/AOP - Land Adj Old Rectory London Road Aston Clinton

An email from the Parks & Green Infrastructure Officer at Buckinghamshire Council had been circulated to all Councillors. The email asked if the Parish Council were aware of the proposal for the scout hut to be for wider community use.

The Parish Council had a discussion and the following was highlighted:

MINS202105196Chair's initials



- If the scout hut was to be available for community use this would mean a loss of £21k S106 funds for the Parish Council. It was felt that although this would be a loss, the S106 would apply to sport and leisure use which had always been difficult to apply.
- It was discussed and agreed that it was unlikely that the by extending it to community use it would result in a loss of business for the new community centre at the park.
- By the scout hut being allowed to be rented out for other community use, would mean an income for them to be able to maintain the grounds and building.
- All parish councillors agreed to support the scout hut for community use.

**MOTION:** to agree a response to the Planning Authority re the proposed community use for scout hut PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED by majority (one abstention).

## **21.69 Facilities Committee**

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

No committee meeting since last Parish Council meeting.

### **ii. Village Verge cuts**

It was discussed that the verge cuts had been left longer due to the bulbs. It was agreed that these would now take place no later than the end of the month.

**MOTION:** to agree timings of the first cut PROPOSED by Cllr McCall, SECONDED by Cllr Judge and AGREED by majority with vote against.

### **iii. Fundraising request at Horticultural Society spring plant sale**

All agreed a good idea.

**MOTION:** to approve fundraising request PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

### **iv. Events requests and updates**

- Request for summer camp in the park  
The request had been circulated by email. It was agreed that a permit would be required for £25 and agreed a reduced rate of £5 per day for the duration (two weeks). The camp could take place on the Meadow Pitch.
- Request for 'get together/picnic' in June  
It was agreed that this could take place in the One Tree Hill area and standard 'do's and don'ts' applied.
- Other requests  
There were none.

## **21.70 Community Centre Committee**

### **i. Project update**

The following update was given:

- The turf had been laid and would be cut with hand-mower next week.
- Fencing had been completed.



- Some of the temporary fencing had been removed and Edgar Taylor (ET) had been contacted about reseeding area to the back.
- There were a number of items outstanding with ET including, gutter leak in two places, plant room and pump station controls, lift controls and fire alarm controls. A meeting to discuss snagging items was set up and a formal email would be set to ET with deadlines. If these items were not completed, these would be completed by a third party and the cost taken from the retention fee.
- The heating system was now working.
- There had been some drainage issues, which had been cleared but a power flush was also required.
- There were still outstanding issues with IT requirements. A meeting took place with the M&E consultant for them to assess and identify any requirements that were missing. All fine, but AV company to quote to get the external WIFI connected. There had been several correspondents with Open Reach and Cllr Hughes agreed to chase them.

**ii. Chiltern Building design awards**

All Parish Councillors agreed that it was a great idea to put in a nomination for the Pavilion to the Chiltern Building Design Awards. Cllr Mason and Cllr Hughes agreed to draft a proposal.

**MOTION:** to agree entry of the pavilion for the awards PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

**iii. Delegated Authority Decisions**

The following updates were given:

- Agreed to quote for IT based on the detail provided by M&E consultant
- Parish Council would pay gas invoice and seek reimbursement from ET.
- Cllr Mason would email the DA re signage; Signage ready to go up next few days outside

Cllr Mason suggested the meeting rooms were called Aston 1&2 for upstairs rooms and Clinton 1 & 2. This was agreed.

**21.71 Date of next meeting**

16 June 2021

Signed .....



Date .....

16<sup>th</sup> Jun '21