

# Agenda item – 23.107i: 2024 Meeting Dates

REPORT AUTHOR: MRS S PAYNE, CLERK/RFO

## SUMMARY

To set the dates for Council and Committee meetings and the Annual Parish Meeting (APM)

## BACKGROUND

Standing Orders 5a and 4dii refer to the setting of the meetings of Council and its committees. The proposed committee dates have been set so they align with both statutory and Council timelines.

For reference previous APM's have been held on 14<sup>th</sup> May 2022 and 24<sup>th</sup> May 2023.

Month	Date	Time	Meeting
<b>January</b>	17 <sup>th</sup>		<b>Council</b>
<b>February</b>	1 <sup>st</sup>	6.30pm	Planning Committee
	14 <sup>th</sup>	6.30pm	Facilities Committee
	21 <sup>st</sup>	6.30pm	<b>Council</b>
	22 <sup>nd</sup>	6.30pm	Planning Committee
<b>March</b>	11 <sup>th</sup>	TBC	Finance & Staffing Committee
	14 <sup>th</sup>	6.30pm	Planning Committee
	20 <sup>th</sup>	6.30pm	<b>Council</b>
	27 <sup>th</sup>	6.30pm	Facilities Committee
<b>April</b>	8 <sup>th</sup>	TBC	Finance & Staffing Committee
	11 <sup>th</sup>	6.30pm	Planning Committee
	17 <sup>th</sup>	6.30pm	<b>Council</b>
<b>May</b>	8 <sup>th</sup>	TBC	Facilities Committee
	9 <sup>th</sup>	6.30pm	Planning Committee
	15 <sup>th</sup>	6.30pm	<b>Annual Council Meeting</b>
			<b>Annual Parish Meeting</b>
	20 <sup>th</sup>	TBC	Finance & Staffing Committee
<b>June</b>	6 <sup>th</sup>	6.30pm	Planning Committee
	19 <sup>th</sup>	6.30pm	<b>Council</b>
<b>July</b>	3 <sup>rd</sup>	6.30pm	Facilities Committee
	4 <sup>th</sup>	6.30pm	Planning Committee
	17 <sup>th</sup>	6.30pm	<b>Council</b>
<b>August</b>	1 <sup>st</sup>	6.30pm	Planning Committee
	21 <sup>st</sup>	6.30pm	<b>Council</b>
	29 <sup>th</sup>	6.30pm	Planning Committee
<b>September</b>	11 <sup>th</sup>	6.30pm	Facilities Committee
	18 <sup>th</sup>	6.30pm	<b>Council</b>
	26 <sup>th</sup>	6.30pm	Planning Committee
<b>October</b>	16 <sup>th</sup>	6.30pm	<b>Council</b>
	23 <sup>rd</sup>	6.30pm	Facilities Committee
	24 <sup>th</sup>	6.30pm	Planning Committee
<b>November</b>	11 <sup>th</sup>	TBC	Finance & Staffing Committee
	20 <sup>th</sup>	6.30pm	<b>Council</b>
	21 <sup>st</sup>	6.30pm	Planning Committee
<b>December</b>	4 <sup>th</sup>	6.30pm	Facilities Committee
	12 <sup>th</sup>	6.30pm	Planning Committee
	18 <sup>th</sup>	6.30pm	<b>Council</b>

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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There will be some cost implications depending on the venue for the APM.

## LEGAL & OTHER IMPLICATIONS

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Standing Order 5a states that Council shall meet on the third Wednesday of every month.

Standing Order 4dii states that Council shall determine the number and time of the ordinary meetings of a standing Committee.

The Local Government Act 1972 (Schedule 12 Part III) states that a 'a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year'.

## ACTION

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- a. To set the dates for Council's Standing Committees
- b. To set the date for the Annual Parish Meeting.

# Aston Clinton Parish Council

## Biodiversity Policy

Adopted: 2024 Next Review: 2026

### 1. Introduction

1.1 Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish Councils, to have regard to conserving biodiversity as part of their policy or decision making. This was further strengthened by the Environment Act 2021. This means a public authority must;

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver policies and achieve objectives.

### 2. Definition

2.1 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA says 'Biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake, and human survival depends upon it.

### 3. The Local Area

3.1 The parish of Aston Clinton covers 3,809 acres (1,541 ha) and is about 4 miles (6.4 km) east of Aylesbury. The village is at the foot of the chalk escarpment of the Chiltern Hills. More than half of the total parish area is within the Chilterns Area of Outstanding Natural Beauty (AONB). The parish itself is comprised of rolling countryside interspersed with patches of woodland, including ancient semi-natural woodlands, meadows and agricultural fields.

3.2 A tributary to Aylesbury's Bear Brook flows through the parish and the parish is crossed both at the northern end and in the centre by the Grand Union Canal.

3.3 Included within the AONB are Wendover Woods, and two Sites of Special Scientific Interest (SSSI) Dancers End Nature Reserve and Aston Clinton Rag Pits.

### 4. Parish Council Responsibilities

The Council is responsible for the following land management within the parish: -

- Aston Clinton Park
- Aston Clinton Burial Ground
- St Michael & All Angels Church Closed Churchyard
- The Rothschilds Fountain
- Aston Clinton War Memorial
- Devolved highways verges

The Council is responsible for the provision and updating of the Aston Clinton Neighbourhood Plan.

## **5. Aims & Objectives**

- 3.1 The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's parish.
- 3.2 The Council and its committees will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.
- 3.3 The Council will aim to improve the biodiversity of the parish in the following ways:
  - Considering the potential impact on biodiversity represented by planning applications.
  - Managing its land and property using environmentally friendly practices that will promote biodiversity.
  - Supporting local businesses and council operations in the adoption of low impact / nature
  - Positive practices.
  - Encouraging and supporting other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
  - Supporting residents and local organisation activities to enhance and promote biodiversity.

## **6. Actions**

### **6.1 Planning Applications**

- 6.1.1 When commenting on planning applications support site and building design which benefit biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- 6.1.2 Support protection of sensitive habitats from development and consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- 6.1.3 Consider what each proposed development might make in terms of biodiversity net gain.
- 6.1.4 Include policies in support of biodiversity within the neighbourhood plan.

### **6.2 Land & Property Management**

- 6.2.1 Carry out a biodiversity audit of Council landholdings.
- 6.2.2 Consider the conservation and promotion of local biodiversity with regard to the management of open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- 6.2.3 Take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- 6.2.4 Source sustainable materials when procuring supplies for the Council's use.
- 6.2.5 Consider biodiversity issues and the implementation of changes when managing Council buildings.

### **6.3 Local Community**

6.3.1 Raise public awareness of biodiversity issues

6.3.2 Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.

6.3.3 Where feasible, involve the community in biodiversity projects on Council land including for example tree planting, wildflower meadows, birdbox making.

### **6.4 Partners**

6.4.1 Work in partnership with other organisations to protect, promote and enhance biodiversity within the Council area.

6.4.2 Review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how Council can become more involved in implementing the strategies' recommendations.

## **7. Monitoring & Review**

The effectiveness of this policy will be monitored and adjustments made as necessary to ensure its continued relevance and success.

## Aston Clinton Parish Council Biodiversity Action Plan

AIM	HOW	TARGET	STATUS
<b>Review Policies &amp; Processes</b>	<p>The Council will look to make changes, where necessary and appropriate, to ensure its policies and internal processes support biodiversity, which may include, but is not limited to: -</p> <ul style="list-style-type: none"> <li>▪ Procurement – buy sustainable materials and supplies to reduce the demand on natural resources.</li> <li>▪ Water – improve water efficiency to reduce the effect water abstraction can have on sensitive habitats and species.</li> <li>▪ Support community projects which promote biodiversity.</li> </ul>		
<b>Conserve &amp; Enhance Parish Biodiversity Via the Planning Process.</b>	<p>Specific consideration of biodiversity when commenting on planning applications e.g., regard for direct loss of habitats and commuting / foraging wildlife paths; light pollution; and construction/ operation noise and vibrations.</p>		
<b>Neighbourhood Plan</b>	<p>The Council will ensure that biodiversity is conserved and enhanced within the Aston Clinton Neighbourhood Plan</p>		
<b>Land Management</b>	<p>The Council will review how it manages land which may include, but is not limited to: -</p> <ul style="list-style-type: none"> <li>▪ Reduce the use of pesticides and herbicides.</li> <li>▪ Leave standing and fallen dead wood as habitat.</li> <li>▪ Leave leaf litter and dead vegetation wherever possible as habitat.</li> <li>▪ Remove invasive and non-invasive species that are detrimental to</li> </ul>		

	<p>native flora or fauna as required.</p> <ul style="list-style-type: none"> <li>▪ Consider reducing the number of grass cuts.</li> <li>▪ Hedge cutting outside of the bird nesting season.</li> <li>▪ Consider installing bird and bat boxes in Council owned/managed trees and buildings.</li> <li>▪ Plant native trees and shrubs</li> <li>▪ Ensure all compost used is peat free.</li> <li>▪ Create habitat rich, biodiverse areas where appropriate with planting schemes and expert support where necessary.</li> <li>▪ Ensure that the use of artificial light minimises the effect on nature.</li> </ul>		
<p><b>Promote &amp; Encourage Biodiversity Within The Community</b></p>	<p>The Council will educate, advise, raise awareness, and support the community to understand biodiversity and why it's important to conserve and enhance it.</p> <p>The Council will: -</p> <ul style="list-style-type: none"> <li>▪ Include the public &amp; community partners in projects to improve biodiversity.</li> <li>▪ Encourage residents to remove litter &amp; pick up after their dogs.</li> <li>▪ Feature biodiversity in public communications.</li> <li>▪ Put information boards in green spaces.</li> <li>▪ Raise public awareness of how their gardens can support biodiversity.</li> </ul>	<p>Ongoing</p>	

# Aston Clinton Parish Council

## Standing Orders

### Introduction

Standing Orders for a Parish Council is one of the three key Governance documents alongside the Financial Regulations and Code of Conduct and needs to be read in conjunction with these other two documents. They govern the conduct and transaction of business at meetings of the Council, its committees and sub-committees.

Standing Orders are necessary for regulating the practical arrangements to give effect to statutory requirements. They provide the Council with a methodology in respect of how councillors conduct business and make decisions. This consistent and logical system should deliver transparent, efficient and effective decision making and prevent unlawful activity occasioned by unclear, inconsistent or ad hoc processes. They provide checks and balances that should ensure coherent and sound governance.

These standing orders are based on the 2018 model standing order published by the National Association of Local Councils revised in 2020. Standing orders that are in **bold type** contain legal and statutory requirements. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

### Review & Amendments Record

Date	Change
May 2018	Revised based on 2018 NALC Model Standing orders
Feb 2022	Updated
Sept 2022	xvi added to Proper Officer section regarding quorate planning committee meetings
February 2023	Updated 18c (page 14) : threshold increased to £30,000 following change in regulations (SI 2022/1390)  Updated 18f (page 14): thresholds increased to £213,477 and £5,336,937 respectively following change in regulations (SI 2022/1390)
DRAFT February 2024	Updated 18f (page 14): thresholds increased to £214,904 and £5,372,609 respectively .  Updated 18g (page 14) thresholds increased to £426,955, £5,336,937 and £884,720 respectively.

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## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- c If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- d Subject to standing order 1(e), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- e One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- f A councillor may not move more than one amendment to an original or substantive motion.
- g During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- h A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- i When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- j. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- k. Excluding motions moved under standing order 1(i), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that

the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings **F** Committee meetings **C** Sub-committee meetings **SC**

- F** a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- F** b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C** c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- FC** d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes, unless directed by the chairman of the meeting.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking, except when a person has a disability or is likely to suffer discomfort. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- FC** l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- FC m** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- FC n** The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- F o** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- F p** The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- FCSCq** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- FCSCr** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote **whether or not he gave an original vote.**
- See standing orders 5(j) and (k) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- F s** **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or, if at least two councillors request, by signed ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t** The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- FCSCu** A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- F v** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

**If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 2 hours. Unless directed by the Chairman of the meeting.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

#### **5. ORDINARY COUNCIL MEETINGS**

- a Council shall meet every month on the third Wednesday at 6.30pm in the Parish Council Offices unless Council decides otherwise at a previous meeting.
- b The May Council meeting shall incorporate the annual meeting.

- c **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- d **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- e **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- f **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- g **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- h **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- i **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- j. **In an election year, if the current Chairman of the council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- k. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- l. Neither the Chairman or Vice-Chairman may hold the same office for more than three years either continuous or in total.
- m. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees and working groups;
  - vii. Appointment of members to existing committees and working groups;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

**11. MANAGEMENT OF INFORMATION** *See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings **F** Committee meetings **C** Sub-committee meetings **SC**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
 

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

**FCSC e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed

## 13 CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which

they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of council or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
  - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer; if there is one;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in their absence the Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR Planning committee;

- xvi. In the event of the Planning Committee failing to form a quorate meeting in time for planning deadlines, respond directly to the planning authority, having consulted with members of the Planning Committee.
  - xvi. manage access to information about the Council via the publication scheme; and
  - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- (see also standing order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 £214,904 for a public service or supply contract or in excess of £5,336,937 £5,372,609 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 £426,955 for a supply, services or design**

**contract; or in excess of £4,733,252 £5,336,937 for a works contract; or £663,540 £884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Council OR the Finance and Staffing committee OR the Staffing sub-committee, is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Finance and Staffing committee or if they are not available, the chairman of the Staffing sub-committee or in their absence, the vice-chairman of the Finance and Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance and Staffing committee OR the Staffing sub-committee at its next meeting.
- c The chairman of the Finance and Staffing committee OR the Staffing sub-committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk & RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance and Staffing committee OR the Staffing sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff or other members of staff shall contact the chairman of the Finance and Staffing committee OR the Staffing sub-committee or in their absence, the vice-chairman of the Finance and Staffing committee OR the Staffing sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance and Staffing committee OR the Staffing sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk & RFO relates to the chairman or vice-chairman of the Finance and Staffing committee OR the Staffing sub-committee, this shall be communicated to another member of the Finance and Staffing committee OR the Staffing sub-committee, which shall be reported back and progressed by resolution of the Finance and Staffing committee OR the Staffing sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

#### **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

#### **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

24. Within one month of the completion of the project completion the applicant will provide ACPC with a report on the project and its impact on the community within Aston Clinton.

## GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details
Name of organisation/group Buckland and Aston Clinton Cricket Club
Type of organisation/group – If applicable give charity/company registration number. Community Sports Club
Contact's name Philip Samuels
Position within the organisation/group Treasurer
Contact's address 13 Yorke Close, Aston Clinton, Bucks, HP22 5QN
Contact's telephone number 07803 627925
Contact's e-mail address bucklandastonclintoncc@gmail.com
What services, facilities and activities does your organisation/group provide? Cricket coaching and matches for juniors and matches for adults.
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton. The club is open to all, but Aston Clinton residents are the vast majority of our junior members and around half of the seniors. Local residents are also always welcome to come down and watch our games and use our bar when open.
Number of members in the organisation/group In 2023 it was 117, including 81 juniors. It will most likely be slightly higher in 2024.
Number of members resident in Aston Clinton Cannot be 100% accurate but around 95.

Total spent by the organisation/group in the last twelve months £16,908 (accounts to end of Financial Year 2023)
Total received by the organisation/group in the last twelve months £17,936 (accounts to end of Financial Year 2023)
Main income sources – please itemise Bar Sales £13,628 Membership Fees £3,165
Current bank balance (please state date)  £25,534 (as at February 13 <sup>th</sup> 2024)

Project Details
Name of Project Perimeter Ground Cutting Equipment
When will the project start and end or take place? April/May 2024 and ongoing
Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.  Our ground is a large space that is maintained by a small group of volunteers and the machinery / tools we currently have at our disposal. We have a ride on mower that is used for the cricket outfield and several fine turf mowers that we prepare our match pitches on. But we have nothing we can use to cut the less manicured areas around the edges of the ground. Our volunteer groundsmen devote a huge amount of time to our ground and have no spare capacity to maintain the outer areas of our field, with their efforts concentrated on time intensive efforts of preparing match pitches for our senior teams and three junior sides. Until 2021 the Parish Council directly paid for Buckland Landscapes to do this work on our behalf and in the last 2 years we claimed a grant from the PC and contracted with the supplier directly ourselves.  We have found dealing with the suppliers increasingly difficult, with response times slow, communication lacking and prices rising. Although looking for alternative companies could be an option, we now have another potential way forward. Our Chairman is retiring from full time work in April and will be able to spend significant time at the ground helping our grounds team. With assurances from other committee members that they will assist on the rare occasions when he is unable to do the work we have the possibility to buy an appropriate mower instead. This would enable us to respond better when there is a need for cutting and a grant to cover the cost of this purchase would mean there is no need to keep asking every year for more money to pay someone else to do the job.  This is an example of what we would be looking to purchase ...

→ ↻ <https://www.gardenmachinesltd.co.uk/stiga-tornado-398-m-petrol-side-discharge-98-cm-lawn-tractor-146078-p> 📄 ☆ 🛒



Home / Garden Machinery / Ride On Mowers / Side Discharge

**Stiga Tornado 398 M Petrol Side Discharge 98 cm Lawn Tractor**

Product code: STI-2T0510481/ST3

**£1,799.00** Inc Vat

RRP: £2,089.00 **SAVE £290.00**

Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit.

117 members, 95 resident in Aston Clinton. The families of juniors will also benefit indirectly from their sons and daughters engaging in outdoor recreation during the late spring and summer seasons.

How will you know if your project has been successful? What will you be measuring and how will you measure it?

The perimeter grass is cut the ground looks neat and tidy.

Will the project continue after this grant is spent? If so, how will it be funded?

The ongoing maintenance of the machine will be covered from club funds, with regular servicing key within this.

### Financial Details

What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.

See screenshot above. Currently a mower of suitable specification is available for £1,799.

How much money is this grant application for?

£1,799

Where will the difference between the project cost and the grant application come from?

n/a

Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?

No

If you do not receive funding from ACPC will the project, still go ahead?

This is unclear. We have quite a lot of choices to make with costs rising on many of our expenses and limited headroom to spend on new purchases. We have other competing priorities so it is possible we would come back to the PC and request the funding we have had the last few years for a third party to continue to carry out the work.

Bank details for the organisation/group  
Natwest Bank  
Buckland and Aston Clinton Cricket Club  
60-10-33  
19524498

### Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application.  
Please tick as appropriate

Accounts	x
Balance Sheet	x
Bank Statement	x
Constitution	x
Project Budget	x

**BUCKLAND & ASTON CLINTON CRICKET CLUB**  
**ACCOUNTS FOR FINANCIAL YEAR 2023**

<b>PROFIT &amp; LOSS</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Bar Sales	13,259	16,429	13,628
Purchases	5,398	7,389	6,904
<b>Gross Profit</b>	59% <b>7,861</b>	55% <b>9,040</b>	49% <b>6,724</b>
Sponsorship	-	1,050	350
Subscriptions	2,385	3,220	3,125
Clothing	19	40	37
Vice Presidents	40	40	40
Tea Money	823	184	400
Interest	0	0	5
Fundraising	188	351	352
Ground Hire	120	-	-
<b>Total Income</b>	<b>11,436</b>	<b>13,925</b>	<b>11,033</b>
Licence	229	241	229
Insurance	704	1,291	1,609
Ground Costs	4,316	12,115	2,116
Water	56	153	97
Electricity	465	661	351
Competition Fees	474	464	299
Equipment	1,995	834	2,469
Refuse Collection	113	96	154
Indoor Nets	-	242	75
Colts Costs	100	753	337
Donation / Flowers	50	15	-
Corporation Tax	566	251	76
Bank Charges	184	235	201
<b>Total Expenses</b>	<b>9,252</b>	<b>17,351</b>	<b>8,013</b>
<b>Operating Profit / (Loss)</b>	<b>2,184</b>	<b>(3,426)</b>	<b>3,020</b>
Small Business Grant	8,000	-	-
Projects	(1,515)	410	(1,991)
<b>Profit / (Loss) after Exceptionals</b>	<b>8,669</b>	<b>(3,016)</b>	<b>1,028</b>
<i>Tea Money + Subs</i>	3,208	3,404	3,525
<i>Total paid members</i>	90	104	117

<b>BALANCE SHEET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Current Account	28,792	25,983	26,134
Prepayments + Accruals	218	(852)	352
Tax Accrual	(566)	(251)	(76)
Stock	301	629	346
Bar Account	10	86	17
Deposit Account	393	394	398
Cash / Debtors	355	499	344
<b>Total Assets</b>	<b>29,503</b>	<b>26,487</b>	<b>27,516</b>
CAPITAL B/F	20,834	29,503	26,487
PROFIT / (LOSS)	8,669	(3,016)	1,028
<b>CAPITAL C/F</b>	<b>29,503</b>	<b>26,487</b>	<b>27,516</b>

P. SAMUELS

TREASURER

Account Name  
 BUCKLAND AND ASTON CLINTON  
 CRICKET CLUB  
 BUSINESS CURRENT

Account No 19524498 Sort Code 60-10-33 Page No 1 of 2



NatWest

00029162/00056529/358 B 0031244-0001  
 BUCKLAND AND ASTON CLINTON CRI



Current Account

Summary	
Statement Date	31 JAN 2024
Period Covered	01 NOV 2023 to 31 JAN 2024
Previous Balance	£26,356.44
Paid In	£32.50
Withdrawn	£922.08
New Balance	£25,466.86
BIC	
IBAN	

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 If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 NOV 2023	BROUGHT FORWARD			26,356.44
	Direct [REDACTED]		155.34	26,201.10
02 NOV	Direct Debit [REDACTED]		11.65	26,189.45
10 NOV	Direct Debit [REDACTED]		49.53	26,139.92
14 NOV	Automated Credit [REDACTED]	12.50		26,152.42
23 NOV	Direct Debit [REDACTED]		150.24	26,002.18
27 NOV	Card Transaction 7291 26NOV23 PRO-DIRECT SPORT LIMIT NEWTON ABBOT GB		67.49	25,934.69
	Card Transaction 7291 26NOV23 PRO-DIRECT SPORT LIMIT NEWTON ABBOT GB		60.00	25,874.69
01 DEC	Direct Debit HISCOX [REDACTED]		155.34	25,719.35
12 DEC	Automated Credit [REDACTED] 12/12/23 0315 MF06654C757F19A600	10.00		25,729.35
02 JAN 2024	Card Transaction 7291 30DEC23 EBAY O*13-1 0988-86207 LONDON GB		34.00	25,695.35
	Card Transaction 7291 01JAN24 WWW.BUCKING HAMSHIRE.GO ALYESBURY GB		21.00	25,674.35
	Direct Debit HISCOX [REDACTED]		155.34	25,519.01
04 JAN	Automated Credit [REDACTED] 04/01/24 0312 MF033907C59B825E00	10.00		25,529.01
10 JAN	Direct Debit [REDACTED]		2.56	25,526.45
29 JAN	Card Transaction 7291 27JAN24 SHELL ASTON CLINTO AYLESBURY GB		59.59	25,466.86

# BUCKLAND AND ASTON CLINTON CRICKET CLUB - CONSTITUTION

## 1. Name

The name of the Club is **Buckland and Aston Clinton Cricket Club** and their premises will be situated at Church Lane, Aston Clinton.

## 2. Club Purposes

The purposes of the Club are to foster and promote participation in the amateur sport of cricket within the community, providing facilities for playing cricket, opportunities for recreation, coaching and competition.

## 3. Affiliation

3.1 The Club is affiliated to the England and Wales Cricket Board through the Buckinghamshire Cricket Board.

3.2 The Club and its members shall ensure that members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

3.3 The Club shall adopt and implement the ECB Safe Hands – Cricket's Policy for Safeguarding Children and any future versions of the policy. The Club must also have a separate club safeguarding Policy Statement, as required by the ECB.

3.4 The Club shall adopt and implement the ECB's Club Inclusion and Diversity Policy and any future versions of these documents.

## 4. Permitted means of advancing the Purposes

The Management of the Club shall be vested in the General Purposes Committee (for ease referred to as the Committee for the remainder of this document).

The Committee has the power to:

4.1 Acquire and provide equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;

4.2 Provide coaching, training, medical treatment, and related social and other facilities;

4.3 Take out any insurance for club committee, employees, contractors, players, guests and third parties;

4.4 Raise funds by appeals, subscriptions, loans and charges;

- 4.5 Borrow money and give security for the same, and open bank accounts;
- 4.6 Make grants and loans and give guarantees and provide other benefits;
- 4.7 Set aside or apply funds for special purposes or as reserves;
- 4.8 Deposit or invest funds in any lawful manner;
- 4.9 Employ and engage staff and others and provide services;
- 4.10 Co-operate with any organisation, club, sporting body, government or government-related agencies; and
- 4.11 Do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

## **5. Membership**

- 5.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of cricket.
- 5.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.3 The level of subscriptions will be decided by the Committee at the Annual General Meeting and notified to the members.
- 5.4 The Club will have the following classes of membership:
  - 5.4.1 Full member - playing, who shall be entitled to hold office and vote at Annual or Extraordinary General meetings.
  - 5.4.2 Full member – non-playing (“social member”), who shall be entitled to hold office (except that of Captain or Vice-Captain) and vote at Annual or Extraordinary General meetings.
  - 5.4.3 Junior member (no older than 16 at the end of August of the season), who shall not be entitled to hold office or vote at Annual or Extraordinary club meetings.
  - 5.4.4 Student member (not a Junior as described above but remaining in full time education), who shall be entitled to hold office and vote at Annual or Extraordinary meetings.
  - 5.4.5 Lifetime members – granted full membership for life, who shall be entitled to vote at Annual or Extraordinary meetings. This class of

membership can only be granted following a Committee vote after a proposal from the current Chairman.

5.4.6 Vice Presidents and President who will have the right to attend all meetings but have no voting rights.

5.5 No person shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee [Two days must also have passed since the application for membership was submitted before membership can be granted.]

5.6 The Club Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring the Club or cricket into disrepute and:

5.6.1 The Club Committee may only refuse to admit a new member if a resolution is passed at a meeting where the person in question has been notified in writing in advance and been given 14 days to submit written representations for the Club Committee to consider at the meeting. Appeal against a refusal of membership shall be to the Appeal Committee as detailed below.

5.6.2 The procedure for taking disciplinary action against a member, including removing membership, is dealt with in more detail below.

5.7 All members will be subject to these Rules and by joining the Club will be deemed to accept these Rules, any Club Regulations and any Codes of Conduct that the Club has adopted. A Code of Conduct for Members and Guests must be available to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.

5.8 The Club Treasurer will keep a register of paid-up members.

5.9 Membership is not transferable and shall cease on death.

## **6. All General Meetings**

6.1 All Full, Student and Lifetime members may attend all general meetings of the Club in person and have one vote.

6.2 All Club Committee members also have one vote.

6.3 Members must be given at least 14 clear days written or electronic notice of all general meetings.

6.4 The quorum for all general meetings is 6 Members present, if less than 6 are available the meeting must be re arranged for a future date, should a quorum not be reached for the rescheduled general meeting then it can go ahead but reference to the attendance being below quorum must

be made and no decisions that impact the assets of the club can be taken.

- 6.5 The Secretary shall be responsible for taking minutes of all meetings held, and keeping all non-financial records of the club.
- 6.6 The Chair or (in his or her absence) another member chosen at the meeting by the members shall preside.
- 6.7 Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the votes cast. Voting by proxy is not accepted. Votes be can cast by digital attendance (on video technology available at the time) or in person.
- 6.8 Any Member wishing to move a resolution at General Meeting (or AGM/EGM) shall give notice in writing thereof to the Secretary at least 5 calendar days prior to the date of the meeting. The secretary of the club should share these with members ahead of the meeting.

## **7. Annual General Meetings**

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At least 14 days' notice will be given to all members who are entitled to vote at the meeting. At every AGM:

- 7.1.1 The Members will elect a Committee; including a Chair, Vice-Chair, Treasurer, Secretary, Saturday Captains and General Committee. Other Officers such as Captains and all Vice-Captains may also be elected, but will not automatically become Committee Members;
- 7.1.2 The Treasurer will produce accounts of the Club for the latest financial year (which runs from 1<sup>st</sup> October to 30<sup>th</sup> September);
- 7.1.3 The Committee will present a number of reports on the Club's activities since the previous AGM; and
- 7.1.4 The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting. In the event a simple majority is not reached the Chair shall have a casting vote.

## **8. Extraordinary General Meetings (EGM)**

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 15 members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitionists may themselves call a meeting, the costs of which will be reimbursed by the Club.

## **9. The Committee**

### **9.1 Role**

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

### **9.2 Property, etc.**

9.2.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

9.2.2 The Club may in connection with the sports purposes of the Club:

- (a) Sell and supply food, drink and related sports clothing and equipment;
- (b) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- (c) Pay for reasonable hospitality for visiting teams and guests; and
- (d) Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets). The club should take out adequate officer indemnity insurance annually.

9.2.3 The Committee shall ensure that they take practical steps to comply with legislation relating to both The Equality Act 2010 and the safeguarding of children and vulnerable adults.

### **9.3 Composition, etc.**

9.3.1 The Committee shall consist of at least six and not more than fifteen members (including Officers on the Committee).

9.3.2 Groundsmen are automatically members of the Committee.

9.3.3 At least three of the Committee must be unrelated to each other and not co-habiting.

9.3.4 The Committee shall be elected by the members at the Annual General Meeting as detailed in clause [7]. Any Committee member may be re-elected without limit.

9.3.5 A Committee member ceases to be such if he or she:

- (a) Ceases to be a member of the Club; or
- (b) Resigns by written notice to the Club; or
- (c) Is removed by the Committee in accordance with clause [5.6] and [10].

#### 9.4 Committee Meetings

9.4.1 Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

9.4.2 The Committee shall meet at least four times each year and may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- (a) At least 6 Committee members must be present for the meeting to be valid; OR 80% of the Committee if membership is only made up of 6 individuals.
- (b) Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants;
- (c) The Chair or whoever else those present choose shall chair meetings;
- (d) Decisions shall be by simple majority of those voting;
- (e) A resolution in writing signed by every Committee member shall be valid without a meeting; and
- (f) The Chair of the meeting shall have a casting vote where necessary.

9.4.3 The Committee shall appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Welfare Office shall report to relevant Committee meetings and the reports, together with any action taken, must be minuted.

#### 9.5 Bank Account

Any bank account in which any part of the Club's funds are deposited shall be operated by the Committee and shall be held in the name of the Club. Unless regulations state otherwise, all cheques and bank transfers from such accounts must be signed / authorised by at least two people authorised by the Committee.

#### 9.6 Delegation, etc.

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

#### 9.7 Disclosure

Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

### **10. Removal of Membership, Discipline and Appeals**

10.1 Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.

10.2 Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.

10.3 The Committee shall appoint a disciplinary sub-committee (Disciplinary Sub-Committee) who will meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.

10.4 The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.

10.5 There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:

10.5.1 against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and

10.5.2 against the Committee's refusal to admit a new member

in either case, the Committee shall appoint an appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three members which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

## **11. Ground Trustees**

- 11.1 Any land belonging to the Club may be vested in between two and four trustees. The trustees shall hold the same for and on behalf of the members of the Club. During any times that trustees are numbered less than two, the club president will be asked to assist in any matters should the need arise.
- 11.2 The Committee shall have power by notice in writing to appoint such trustees from current or previous members of the Club
- 11.3 The trustees shall deal with the Club's land as directed by the Committee from time to time.

## **12. Bar Regulations**

- 12.1 Bar helpers may be appointed by Committee Members upon receiving appropriate training. No other persons are permitted to serve behind the bar.
- 12.2 The prices of all refreshments, beverages and other articles shall be fixed by the Committee and the tariff displayed behind the bar. All funds derived from the sale thereof shall be paid to the Treasurer and placed in club funds.
- 12.3 Alcohol may only be supplied to or to the order of a Member of the club for consumption on or off the club premises and may only be sold to a guest for consumption on the club premises.
- 12.4 Alcohol may be sold between the hours of 10.00-23.00 Monday to Saturday and between 12.00-22.30 on a Sunday.

## **13. Club Regulations**

The Committee may make Club Regulations consistent with these Rules and will publicise these to the members.

## **14. Notices**

- 14.1 Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:
  - 14.1.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;
  - 14.1.2 Two clear days after being sent by first class post; or
  - 14.1.3 Three clear days after being sent by second class post.
- 14.2 Notice of all general meetings must also be put on the Club's notice board(s) and website (if any).

14.3 A technical defect in the giving of notice of which the members or the Committee are unaware at the time does not invalidate decisions taken at a meeting.

**15. Amendments**

15.1 These Rules may be amended at a general meeting by resolution passed by two-thirds of the votes cast.

**16. Winding Up the Club**

16.1 The Ground Trustees, Committee and the President will be responsible for the orderly winding up of the Club's affairs in the event that the winding up of the club is required or advised by independent, external professionals or legal advice.

After settling all liabilities of the Club, the Ground Trustees and the President shall dispose of the net assets remaining by dividing them equally between those members entitled to vote at general meetings of the Club on the date the resolution to wind up the Club was passed, provided such members have been members of the Club for at least five seasons.

**Adopted at a meeting held**

at [Place]

on [Date]

**Signed**

Name .....

Signature .....

[Name and signature of chair of meeting]

Witnessed .....

Name .....

Address .....

Occupation .....

Signature .....

[Name, address, occupation and signature of witness]



## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	(10,781)	
105	VAT Control	1,410	
110	Prepayments	401	
200	Barclays Current A/c	117,020	
205	Barclays Tracker A/C	137,060	
215	Unity Trust Current A/C	126,620	
220	Nationwide BS	85,000	
	<b>Total Current Assets</b>		<b>456,730</b>
	<u>Current Liabilities</u>		
500	Creditors	5,729	
520	Allotment Key Deposits	100	
525	Allotment Deposits	132	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
	<b>Total Current Liabilities</b>		<b>7,208</b>
	<b>Net Current Assets</b>		<b>449,522</b>
	<b>Total Assets less Current Liabilities</b>		<b>449,522</b>
	<u>Represented by :-</u>		
300	Current Year Fund	51,220	
310	General Reserves	182,302	
320	EMR Streetlights	40,000	
321	EMR Playpark Equipment	40,000	
322	EMR Street Furniture	15,000	
323	EMR Churchyard	30,000	
324	EMR Major Asset Repair	10,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,000	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	10,000	
331	EMR Park ANPR	30,000	
332	EMR Park View Resurfacing	11,000	
336	EMR Traffic Calming	10,000	
337	EMR Beach Area Improvements	10,000	
	<b>Total Equity</b>		<b>449,522</b>

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
4000 Salaries	64,280	65,860	1,580		1,580	97.6%	
4001 Pension Ers	15,457	18,155	2,698		2,698	85.1%	
4002 Employers NI	5,862	9,000	3,138		3,138	65.1%	
4010 Contract Staff	7,607	13,000	5,393		5,393	58.5%	
4070 Member's Expenses	37	100	63		63	37.0%	
4090 Insurance	5,508	5,300	(208)		(208)	103.9%	
4100 Mortgage Payments	1,991	3,981	1,990		1,990	50.0%	
4110 Stationery&Office Supplies	1,787	1,500	(287)		(287)	119.1%	
4120 Postage	43	50	7		7	85.8%	
4130 IT Support and Software Subs	2,031	2,200	169		169	92.3%	
4131 Computers and Office Equip	194	200	6		6	96.9%	
4140 Phone/Broadband	1,236	1,100	(136)		(136)	112.3%	
4145 Office Electricity	2,050	4,800	2,750		2,750	42.7%	
4146 Office Water	93	500	407		407	18.6%	
4148 Office Maintenance/H&S	435	2,500	2,065		2,065	17.4%	
4150 Payroll and Audit Services	2,185	2,600	415		415	84.0%	
4155 Professional Fees/Bank Charges	7,240	20,000	12,760		12,760	36.2%	
4170 Training	1,287	2,000	713		713	64.3%	
4180 Election/APM/Public Meetings	0	1,000	1,000		1,000	0.0%	
4190 Contingency	647	1,500	853		853	43.1%	
4200 Membership Subscription	1,228	1,500	272		272	81.9%	
4330 Office Cleaner	352	800	448		448	44.0%	
Administration :- Indirect Expenditure	121,548	157,646	36,098	0	36,098	77.1%	0
Net Expenditure	(121,548)	(157,646)	(36,098)				
<u>101 Communication</u>							
4195 Website	331	500	169		169	66.3%	
4196 Noticeboards	0	100	100		100	0.0%	
4197 Newsletters/Annual Review	0	250	250		250	0.0%	
Communication :- Indirect Expenditure	331	850	519	0	519	39.0%	0
Net Expenditure	(331)	(850)	(519)				
<u>120 Street Lighting</u>							
4315 Streetlight Maintenance	1,745	4,000	2,255		2,255	43.6%	
4400 Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%	
4410 Streetlight Electricity	10,674	32,000	21,326		21,326	33.4%	
Street Lighting :- Indirect Expenditure	12,420	41,000	28,580	0	28,580	30.3%	0
Net Expenditure	(12,420)	(41,000)	(28,580)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Facilities</u>							
1140 Football Permits	4,940	3,500	(1,440)			141.1%	
1145 All Weather Pitch Income	0	1,000	1,000			0.0%	
1150 Other Park Permits	2,554	2,500	(54)			102.2%	
<b>Facilities :- Income</b>	<b>7,494</b>	<b>7,000</b>	<b>(494)</b>			<b>107.1%</b>	<b>0</b>
4220 Car Park Electric	211	960	749		749	22.0%	
4221 CCTV Maintenance	824	1,000	176		176	82.4%	
4225 Street Furniture Maintenance	390	1,000	610		610	39.0%	
4230 Dog Bins Emptying	(316)	3,000	3,316		3,316	(10.5%)	
4250 Waste Bins	3,940	4,560	620		620	86.4%	
4300 Repairs & Maintenance	12,199	30,000	17,801		17,801	40.7%	
4800 Spend from General Reserves	4,458	0	(4,458)		(4,458)	0.0%	
<b>Facilities :- Indirect Expenditure</b>	<b>21,707</b>	<b>40,520</b>	<b>18,813</b>	<b>0</b>	<b>18,813</b>	<b>53.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,213)</b>	<b>(33,520)</b>	<b>(19,307)</b>				
<u>160 Buildings</u>							
1115 Churchill Hall Rent	20	0	(20)			0.0%	
1120 RKP Base Rent	0	10,000	10,000			0.0%	
1130 RKP Turnover Rent	13,877	30,000	16,123			46.3%	
1135 Buildings Misc Income	479	0	(479)			0.0%	
<b>Buildings :- Income</b>	<b>14,376</b>	<b>40,000</b>	<b>25,624</b>			<b>35.9%</b>	<b>0</b>
4300 Repairs & Maintenance	7,613	12,000	4,387		4,387	63.4%	
4345 RKP Cleaning	4,840	5,500	660		660	88.0%	
<b>Buildings :- Indirect Expenditure</b>	<b>12,453</b>	<b>17,500</b>	<b>5,047</b>	<b>0</b>	<b>5,047</b>	<b>71.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,924</b>	<b>22,500</b>	<b>20,576</b>				
<u>180 Grounds Maintenance</u>							
1085 Devolved Services Income	6,198	5,688	(510)			109.0%	
<b>Grounds Maintenance :- Income</b>	<b>6,198</b>	<b>5,688</b>	<b>(510)</b>			<b>109.0%</b>	<b>0</b>
4300 Repairs & Maintenance	22	0	(22)		(22)	0.0%	
4360 Park/Footpaths Grds Maint	25,510	32,000	6,490		6,490	79.7%	
4363 Devolved Services	1,475	8,000	6,525		6,525	18.4%	
4370 Tree Work	0	10,000	10,000		10,000	0.0%	
4371 Equipment & Tree Safety Survey	310	1,500	1,190		1,190	20.7%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>27,316</b>	<b>51,500</b>	<b>24,184</b>	<b>0</b>	<b>24,184</b>	<b>53.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,118)</b>	<b>(45,812)</b>	<b>(24,694)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Allotments</u>							
1170 Allotments Income	1,099	950	(149)			115.6%	
Allotments :- Income	<u>1,099</u>	<u>950</u>	<u>(149)</u>			115.6%	<u>0</u>
4380 Allotments	583	1,000	417		417	58.3%	
Allotments :- Indirect Expenditure	<u>583</u>	<u>1,000</u>	<u>417</u>	<u>0</u>	<u>417</u>	58.3%	<u>0</u>
Net Income over Expenditure	<u>516</u>	<u>(50)</u>	<u>(566)</u>				
<u>190 Churchyard</u>							
1160 Churchyard Income	8,650	5,000	(3,650)			173.0%	
Churchyard :- Income	<u>8,650</u>	<u>5,000</u>	<u>(3,650)</u>			173.0%	<u>0</u>
4270 Churchyard Waste Charges	55	60	5		5	91.7%	
4271 Memorial Inspections	0	300	300		300	0.0%	
4367 Churchyard Maintenance	2,820	6,000	3,180		3,180	47.0%	
Churchyard :- Indirect Expenditure	<u>2,875</u>	<u>6,360</u>	<u>3,485</u>	<u>0</u>	<u>3,485</u>	45.2%	<u>0</u>
Net Income over Expenditure	<u>5,775</u>	<u>(1,360)</u>	<u>(7,135)</u>				
<u>230 Events</u>							
1110 Event Grants/Income	5,795	0	(5,795)			0.0%	
Events :- Income	<u>5,795</u>	<u>0</u>	<u>(5,795)</u>				<u>0</u>
4310 Annual Events	11,438	10,000	(1,438)		(1,438)	114.4%	
Events :- Indirect Expenditure	<u>11,438</u>	<u>10,000</u>	<u>(1,438)</u>	<u>0</u>	<u>(1,438)</u>	114.4%	<u>0</u>
Net Income over Expenditure	<u>(5,643)</u>	<u>(10,000)</u>	<u>(4,357)</u>				
<u>240 Projects and Grants</u>							
4391 Grants	5,437	10,000	4,563		4,563	54.4%	
4392 Playground Renewal	0	5,000	5,000		5,000	0.0%	
4393 Traffic Calming	(986)	0	986		986	0.0%	
4395 ANPR	0	35,000	35,000		35,000	0.0%	
Projects and Grants :- Indirect Expenditure	<u>4,452</u>	<u>50,000</u>	<u>45,548</u>	<u>0</u>	<u>45,548</u>	8.9%	<u>0</u>
Net Expenditure	<u>(4,452)</u>	<u>(50,000)</u>	<u>(45,548)</u>				
<u>280 Income</u>							
1076 Precept	314,134	314,134	0			100.0%	
1080 Sponsorship & Donations	0	3,500	3,500			0.0%	
1090 Interest Received	1,124	100	(1,024)			1124.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Miscellaneous Income	2,339	5	(2,334)			46771.6	
Income :- Income	<u>317,597</u>	<u>317,739</u>	<u>142</u>			100.0%	<u>0</u>
Net Income	<u>317,597</u>	<u>317,739</u>	<u>142</u>				
Grand Totals:- Income	361,209	376,377	15,168			96.0%	
Expenditure	215,122	376,376	161,254	0	161,254	57.2%	
Net Income over Expenditure	<u>146,087</u>	<u>1</u>	<u>(146,086)</u>				
Movement to/(from) Gen Reserve	<u>146,087</u>						

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Streetlights	30,000.00	10,000.00	40,000.00
321 EMR Playpark Equipment	10,000.00	30,000.00	40,000.00
322 EMR Street Furniture	10,000.00	5,000.00	15,000.00
323 EMR Churchyard	20,000.00	10,000.00	30,000.00
324 EMR Major Asset Repair	5,000.00	5,000.00	10,000.00
326 EMR Allotments	2,000.00	1,000.00	3,000.00
327 EMR Defibrillators	500.00	1,500.00	2,000.00
328 EMR Woodland Management	2,500.00	2,500.00	5,000.00
329 EMR Pond Renovation	10,000.00		10,000.00
330 EMR CC Project Fund	31,132.77	-31,132.77	0.00
331 EMR Park ANPR	0.00	30,000.00	30,000.00
332 EMR Park View Resurfacing	0.00	11,000.00	11,000.00
336 EMR Traffic Calming	0.00	10,000.00	10,000.00
337 EMR Beach Area Improvements	0.00	10,000.00	10,000.00
	<u>121,132.77</u>	<u>94,867.23</u>	<u>216,000.00</u>



## Agenda Item: 23.109ii

# To Consider a Request from the Aston Hill Centenary Event Organisers to use the Park on Saturday 17<sup>th</sup> May 2025 Morning

REPORT AUTHOR: CLLR. MARION MASON

## SUMMARY

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The Aston Hill Centenary event committee have requested permission to use the car park in AC park on the morning of Saturday 17<sup>th</sup> May 2025 for the exhibition of approximately 50-60 vintage cars and approx. 30 vintage motorcycles, prior to departing at intervals for a rally up to Aston Hill.

## BACKGROUND

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The event is being run to commemorate Aston Clinton's importance on the vintage car rally circuits of the 1920's and in particular this date in 2025 marks what would have been the 100<sup>th</sup> anniversary of the Aston Hill climb, which was cancelled for the same date in 1925. The organisers are proposing to convene 50-60 vintage cars plus 20-30 motorcycles in the car park from 8.30am approx. for members of the public to come and view. The cars and motorcycles would then leave the park at given intervals (1-2mins) from approx. 10am to make the journey up London Road to a field at the top of Aston Hill in Chivery, routing via the Tring Hill roundabout. There will be a further event following the arrival of the vehicles at the top of the hill which ACPC is not involved in the organisation of, but will be invited to join in.

The organisers are arranging a small exhibition of information, graphics etc on show at the Red Kite Pavilion to raise awareness during the week prior to the event, and an evening drinks event to celebrate the occasion. Further details of these have not been decided on as yet. The organisers made a short presentation to Council at the January Council meeting to inform on some of the arrangements proposed and give some background information, attached papers give details.

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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The cost of the event is being funded by the AHCE committee directly from their own fundraising, although consideration could be given to assist this via a Community Board grant if required. There is no planned cost implication to ACPC, although it may be prudent to set aside a nominal amount from the 2025 events budget to cover any small costs arising, circa £500.

Councillors Judge & Mason are on the organizing committee, and other councillors who wish to be involved with this event will be encouraged to participate. There is no requirement for ACPC councillors to organize or run marshalling, only to oversee the management/closure of the car park(s).

## LEGAL & OTHER IMPLICATIONS

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The car park which would need to be closed to outside traffic from the opening time at 07.00 until the final vintage car/motorcycle has departed – circa 12.30/1pm. Other regular users of the park on a Saturday would need to be informed well in advance i.e. Football club, Colts, Tennis/Bowls clubs, allotment holders and Your Café in the Park.

## RECOMMENDATION:

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That ACPC supports this event, as it is a celebration of the historic importance of Aston Hill in British Motorsport and a part of village history that is possibly unknown to many AC residents.

## Aston Hill Centenary Event 2025 – Summary / Press Release [DRAFT]

Aston Hill in Buckinghamshire was one of the country's leading motorsport venues during the pioneering years of the sport. It was the venue for 29 competitive hillclimbs, with the first event taking place on 10 September 1904 and the final event on 28 February 1925. Many notable drivers and riders of the period competed there, and did so with a wide range of cars and motorcycles that showcased the rapid development of motor engineering either side of WWI. The hill was the location of the Hertfordshire County Automobile & Aero Club's annual open hillclimb, a prestigious competition that attracted high-quality entries and several thousand spectators. By the time the final event took place in 1925, Aston Hill had been the scene of many exciting events, creating a history that is worth remembering and celebrating.

The Aston Hill centenary event will take place on Saturday 17 May 2025, as it will be 100 years since the last event to be organised at Aston Hill was scheduled. A permit was issued for the HCAAC's open hillclimb on 16 May 1925, but, just prior to the event, all permits for speed contests on public highways were withdrawn due to safety concerns. Consequently, this event never took place. It has therefore been decided that the celebration of Aston Hill and its history will be held on 17 May 2025, exactly 100 years after the event that never was.... better late than never!

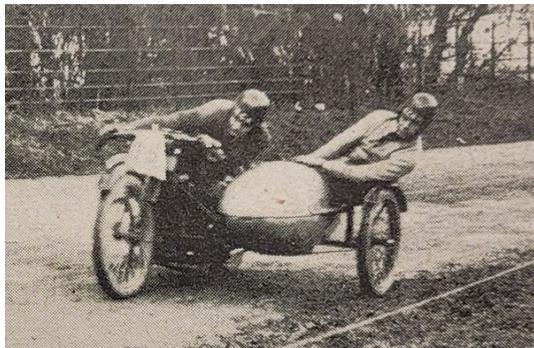
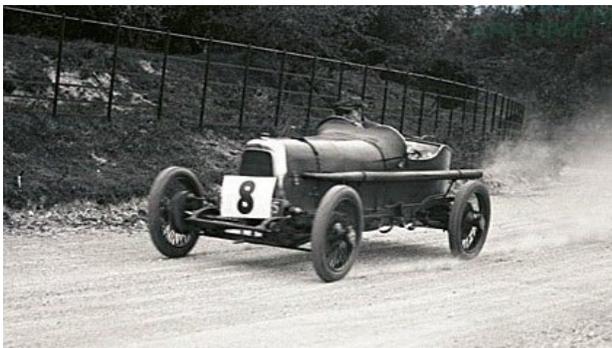
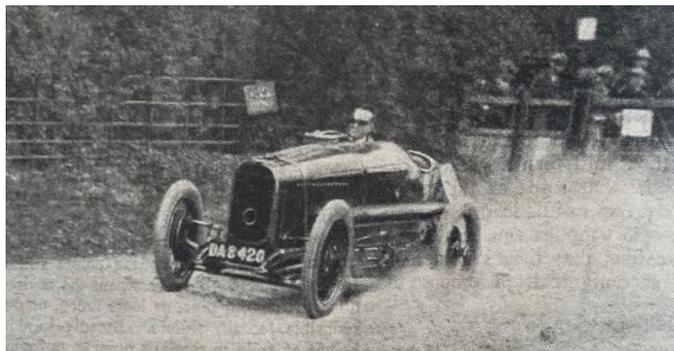
The centenary event will include a demonstration run up Aston Hill of period vehicles, including some of those that actually competed at the hill between 1904 and 1925. In addition, there will be a vintage and classic vehicle show featuring approximately 300 cars and motor cycles at the top of the hill, in grounds next to where the finish line of the hillclimb used to be.

In the days leading up to the event, there will be a display to showcase the significant motorsport history of Aston Hill. This will include detailed information on the events that took place in period, including the people who participated and their vehicles.

The competitor who is most synonymous with Aston Hill is Lionel Martin, the founder of Aston Martin who used the venue to name his company. He competed very successfully at Aston Hill, as did several other well-known Aston Martin drivers. However, it is perhaps less well known that W.O. Bentley (founder of Bentley Motors) made his competition debut in a car at Aston Hill, and won his class.... and Raymond Mays (co-founder of ERA and BRM) made his motorsport debut at Aston Hill, and won the event outright!

Many of the other biggest names in motor engineering and motorsport from the period also competed and won at Aston Hill. These included S.F Edge (1902 Gordon Bennett Cup race winner), Dorothy Levitt (Britain's most successful female racing driver of the Edwardian era), Victor Riley (founder of Riley cars), Freddie Barnes (motorcycle record holder at Brooklands), Harry Bashall (winner at the 1912 Isle of Man TT), H.F.S Morgan (founder of Morgan cars), E.A Colliver (winner at the 1914 Scottish Six Days Trial), Dario Resta (1916 Indianapolis 500 winner), local driver Frank Clement (1924 Le Mans 24 Hour race winner), and Eric Fernihough (world motor cycle speed record holder in 1937), to name just a few.

The Aston Hill centenary celebration is organised by a partnership of the Herts County Auto & Aero Club, Vintage Sports Car Club, Aston Hill Classic Car Club and Aston Clinton Parish Council. For more information please contact (email address to be added)



# Agenda item 23.110iv Twitchell Lane Litter Bin

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

## SUMMARY

To consider request to install a post mounted litter bin outside Aston Clinton School.

## BACKGROUND

Following a number of litter picks the Village Society noted that there were areas around the village where the installation of a waste bin could reduce the amount of litter dropped on the ground. One location was outside Aston Clinton School in Twitchell Lane.



It was originally assumed that as street cleansing was the responsibility of Bucks Council they would supply and install a bin. However Bucks Council procedure is that additional litter bins, when the location has been approved, are supplied and fitted by the Parish Council. Once installed Bucks Council's street cleansing teams would be responsible for emptying them. The streetscene team at Bucks Council

have stated that they could accommodate a bin at this location but this would need to be confirmed once the location and bin design has been approved by Council.

Bucks Council recommendation is that post mounted bins are 50 litres. I have only been able to find one company that does 50 litre post mounted bins which are not open topped and their quote is below. This is the same style bin Council purchased last year to replace the damaged bin at the China Water bus stop. I am awaiting quotes for the installation.

**Glasdon**  
Quality By Design

Call one of our experts - 01253 600410 or Request a callback  
enquiries@glasdon-uk.co.uk

0 items: £0.00 View Quote  
**Free Delivery**  
\*Terms and Conditions Apply

Home Company Products Express Products Products by Industry Careers

For post or wall-mounted use, the Super Trimline 50 litre outdoor litter bin has a removable body and a curved hood to protect contents from the external elements.

**£345.70**  
excluding VAT  
£414.84 inc. VAT  
£12.50 + VAT delivery (orders under £250)\*  
£15.00 delivery incl. VAT (orders under £300 incl. VAT)\*

Add to Basket  
How can I pay?  
How can I get a quote?  
Quick Quote

Express Delivery available on this product. Click here.

Quantity: 1  
Colour: Deep Green +£0.00  
Liner: Metal liner +£56.61  
Graphics: Bin-it symbol - white +£0.00  
Banding Kit for Post Mounting: Not Required +£0.00  
Fixing: Below Ground Fixing Post (Concrete)

The bin features the unique Glasdon pivot-action bin release and locking operation.

For quick and easy emptying, the bin body is locked into the unique stainless steel backbone, which remains attached to the wall or post at all times for security and ease of use. Once emptied or cleaned, the bin body is replaced onto the pivot bar and is easy to slam to lock.

High-quality Durapol® Material body offers exceptional strength and durability for a long, low-maintenance service life.

Choose from a variety of liner and fixing options to best accommodate your needs.

#### Design Features

- Bin-It Symbol in Gold, Silver, Black or White
- Curved hood
- Pivot-action bin release and locking mechanism
- Anti-burst lock - key to open, slam to lock
- Stainless steel backbone
- Fixings for wall or post mounting
- Cigarette stubber plate

#### Colours

Bin: Bright Red, Yellow, Dark Blue, Deep Green, Black

Hood: Black

#### Materials

Bin body: Durapol Material [?](#)

Metal liner: Zinc-coated steel

Sack retention system: Stainless steel

Backbone: Stainless steel

Hood: Duraplus™ Material

#### Dimensions

Bin Capacity: 50 litres

Liner Capacity: 35 litres

Height: 785mm

Width: 450mm

Depth: 375mm

Weight: 4.6kg (including backbone)

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## FINANCIAL & GOVERNANCE CONSIDERATIONS

The expenditure for the bin would be taken from the Street Furniture cost code (4225) which has £609 remaining for the 2023/2024 financial year.

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## LEGAL & OTHER IMPLICATIONS

None.

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## ACTION

- To consider the need to install a litter bin near Aston Clinton School.
- To agree the bin design and quote.



# ASTON CLINTON PARISH COUNCIL

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

Tel: 01296 631269

Email: [clerk@astonclinton.org](mailto:clerk@astonclinton.org)

*H Stephens* Assistant Clerk 25/01/2024

**PRESENT:** Cllr M Mason (Chair), Cllr D McCall, Cllr C Read, Cllr L Ronson, Cllr P Wyatt.

**IN ATTENDANCE:** Mr H Stephens (Assistant Clerk), 1 Member of the Public

**P23.69 Public Participation (limited to 15 minutes)**

A member of the public made a comment and answered questions from the committee regarding Planning Application 24/00045/APP and explained the application's merits and why the committee should support the application. The member of the public's comments were noted for consideration at P23.77 i.

**P23.70 To Receive Apologies for Non-Attendance** Received from Cllr J Hughes

**P23.71 To Receive Declarations of Interests or Requests for Dispensations** None Declared

**P23.72 To Approve the Minutes of the Committee Meeting Held on 14<sup>th</sup> December 2023**

The minutes of the meeting held on 14<sup>th</sup> December 2023 were approved as a true and accurate record and were signed by the Chair.

**P23.73 To Note Recent Decisions & those at Variance with the Recommendations of this Committee**

Of the six applications decided between 4<sup>th</sup> December 2023 and the 22nd January 2024, three applications were of a different outcome.

i. **[23/02726/APP](#): Seven Acre Farm HP22 5AH**

Extension to a commercial building

**ACPC Decision:** Object: The Committee notes that this application regards a reduction in size to the previous application. However, the Council's prior objection to application 22/00902/APP relates to this application. The application remains an intrusion into open countryside and an industrialised encroachment onto neighbouring dwellings and road infrastructure. There has also been an exceeding of tarmac paving on the property which will lead to further contamination of oil and fuel build up.

**Bucks Decision:** Approved: It is noted that the Parish Council, whilst acknowledging that there is a reduction in size compared to the previous application, still consider that the proposal would not respect the character of the area. However, it is considered that the Council and Inspector's concerns have been addressed by the amendments, and that the extension would now relate well to the existing buildings in scale and design. Whilst it would still be visible from Aylesbury Road, it would be neither visually intrusive nor incongruous. Although there would be an expansion onto land that is not currently developed, this encroachment would be modest in extent, and the vast majority of the land between the employment site and the road would remain undeveloped. There would be a distance of just over 110m between the proposed extension and the dwellings on Aylesbury Road. These dwellings would be able to see the new building but given the separation distance, this would not result in any loss of light or overshadowing. It is likely that there would be some slight increase in disturbance from additional HGVs using the entrance but given that there are already lorries using this entrance and the Highways Officer raised no concerns over the access or safety issues, it is not considered that this would be adversely affect the amenities of these neighbours to the extent that would justify a refusal on this basis.

ii. [23/02657/APP](#): **116 Weston Road HP22 5EP**

Demolition of existing bungalow and erection of a dwelling

**ACPC Decision:** Object: The application would lead to a building that is visually incongruous and in contravention of Policy HQD1 of the ACNP. The Committee refers to its previous comment on application 21/04653/APP, that the amendments in this application do not address the issues raised.

**Bucks Decision:** Approved: While the comments from the Parish Council are noted regarding design, given the existence of similar sized dwellings along this stretch of Weston Road, it would be unreasonable in this instance to raise objection to the design. An objection on this point would not be sustainable if challenged.

iii. [23/03475/APP](#): **3 Vantage Street HP22 5FY**

Householder application for two storey side and single storey rear extensions.

**ACPC Decision:** Object: The application contravenes Policy HQD1 (i) by being incongruous and overbearing for the size of the plot. The application also makes a difficult parking situation more difficult.

**Bucks Decision:** Approved: Whilst the comments from the Parish Council are noted, it is considered that the extensions would represent a subservient form of development that would satisfactorily integrate with the appearance of the host dwelling. The proposed side extension would not extend beyond the front or rear elevation of No.1 and there would be a 1m gap maintained to the boundary (in accordance with guidance in chapter 8 of the Design SPD), so would not be overbearing to the extent that a refusal would be justified. The proposal would result in the net loss of one parking space. As submitted, a third space shown was shown on an area of grassed amenity land next to the pond, but this would not be appropriate and so was removed. Two spaces would be one space short of the residential car parking standards for a 4 bedroom house in VALP. Whilst the comments of the Parish Council are noted, these are optimum rather than minimum standards and a refusal on the basis of a shortfall of one space could not be sustained, particularly given the good access to alternative modes of transport such as buses on the Stablebridge Road.

**P23.74 To Consider Current Appeals**

i. [23/00439/APP](#): **APPEAL Ref: [23/00092/REF](#) Langlands Chivery HP23 6LD**

Demolition of existing dwelling and site buildings. Erection of replacement dwellinghouse with associated infrastructure, landscaping and ecological enhancement works.

**ACPC: Support:** Aston Clinton Parish Council supports this application. The application is of a sympathetic design that is an improvement to both the existing design and how it sits in the surrounding area. The reduction in the application's footprint is further noted positively.

**Bucks Council: Refused:** The proposed development, despite being partly below ground, is considered to be inappropriate development in the Metropolitan Green Belt, which is by definition harmful to it, and would adversely affect openness, contrary to the National Planning Policy Framework (NPPF 2021) and contrary to Policy S4 of the Vale of Aylesbury Local Plan 2021. The development by virtue of its location within the plot and scale would lead to detrimental impact on biodiversity, ancient and semi-natural woodland and priority habitats. In the absence of a Biodiversity net gain assessment and a biodiversity metric, the application has failed to demonstrate a measurable net gain in biodiversity, contrary to Policy NE1 of VALP, Policy EN1 and EN2 of the Aston Clinton Neighbourhood, the Biodiversity Net Gain SPD and the NPPF. The submitted bat survey and assessment is not wholly in accordance with the Bat Surveys for Professional Ecologists. The application is therefore contrary to Policy NE1 of VALP, Policy EN1 and EN2 of the Aston Clinton Neighbourhood Plan and the NPPF.

**RESOLVED: SUPPORT - Aston Clinton Parish Council continues to support the development for all reasons stated by the Appellant.**

**P23.75 To Report on Progress of Current Active Medium to Large Scale Development Sites**  
None Received

**P23.76 To Note Planning Applications Decided by Email**

i. [23/03936/ALB](#) **Sunnybrook Farm 74 Green End Street HP22 5EU**  
Listed building application for replace existing modern timber windows with new timber frame casement windows and slimlite glazing with lead feature details

**RESOLVED: SUPPORT**

ii. [23/03946/APP](#) **9 Hyde Street HP22 0AN**

Householder application for loft conversion, front and rear roof lights and new fenestration to side elevations

**RESOLVED: NO OBJECTION**

**P23.77 To Consider Planning Applications Small Scale and Large Scale**

i. [24/00045/APP](#): **5 Jubilee Gardens HP22 5WA**

Householder application for erection of garden room in rear garden

**RESOLVED: NO OBJECTION**

**P23.78 To Receive a Report on Enforcement Cases**

Updates on Enforcement Cases were received.

**P23.79 Neighbourhood Plan Review**

Following a Meeting of the Planning Committee members on the 8<sup>th</sup> January 2024, it was that the preparation of the Neighbourhood Plan Review was ongoing. Members had been tasked with researching capacities of local infrastructures and amenities.

It was agreed to send comments to the Planning Consultant and to add the Traffic Survey Data as an appendix to the Review document. **ACTION: PLANNING COMMITTEE**

**P23.80 To Receive a Report on the Buckinghamshire Council Planning Surgery on the 23<sup>rd</sup> January 2024**

The Planning Surgery Meeting attended by Cllr Mason and Cllr Hughes discussed current enforcement cases and changes to the quota for Housing Supply under the new National Planning Policy Framework. It was agreed to book another Planning Surgery Meeting for the 6<sup>th</sup> February. **ACTION: PLANNING COMMITTEE/Asst. Clerk**

**The meeting closed at 7.34pm**

**Signed.....Date .....**



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Planning Committee** meeting  
held at 6.30pm on **14<sup>th</sup> December 2023** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr M Mason (Chair), Cllr J Hughes (Present from P23.63) Cllr D McCall, Cllr L Ronson, Cllr P Wyatt.

**IN ATTENDANCE:** Mr H Stephens (Assistant Clerk)

**P23.58 Public Participation (limited to 15 minutes)** None Received

**P23.59 To Receive Apologies for Non-Attendance** Received from Cllr C Read.

**P23.60 To Receive Declarations of Interests or Requests for Dispensations**

Interest declared by Cllr Mason regarding P23.65 iv, Cllr M Mason is known by the applicant. Cllr Mason abstained from the discussion and voting.

Interests declared by Cllr Ronson regarding P23.65 iv and P23.65 v, Cllr L Ronson is known by the applicant of P23.56 iv and has family ties to the applicant of P23.65 v. Cllr Ronson abstained from the discussion and voting.

**P23.61 To Approve the Minutes of the Committee Meeting Held on 16<sup>th</sup> November 2023**

The minutes of the meeting held on 16<sup>th</sup> November 2023 were approved as a true and accurate record and were signed by the Chair.

**P23.62 To Note Recent Decisions & those at Variance with the Recommendations of this Committee**

Of the five applications decided between 9<sup>th</sup> November 2023 and the 7<sup>th</sup> December 2023, one application was of a different outcome.

i. **23/02449/APP: 98 London Road HP22 5HS**

Householder application for loft conversion including rear dormer and single storey side and rear extension.

**ACPC Decision:** Object: The reasoning for this objection is that the application will lead to a building that would overbearing and incongruous in relation to surrounding properties. This is in contravention of Policies HQD1 and HQD2 of the ACNP.

**Bucks Decision:** Approved: A dormer window to the rear roof slope could be constructed under permitted development as evidenced by the issuing of a lawful development certificate for a dormer of an identical scale under app ref: 23/01809/CPL, while the proposed single storey side/ rear extension would be identical to extant permission 23/01812/APP.

*Cllr J Hughes joins meeting*

**P23.63 To Report on Progress of Current Active Medium to Large Scale Development Sites**

i. **Shanly Homes Aylesbury Road Development:** Cllr Wyatt reported that there had been a noted lack of movement on the site.

ii. **Laxtons London Road Development:** Cllr Ronson reported that mud from the London Road Development had been seen on London Road.

**P23.64 To Note Planning Applications Decided by Email**

i. **23/02657/APP: 116 Weston Road HP22 5EP**

Demolition of existing bungalow and erection of a dwelling

**RESOLVED: OBJECT** There appears to be no material differences to the previous application, prior comments made on 5 October 2023, still stand.

ii. **23/03221/ADP Aylesbury Woodland College Road North**

Application for approval of reserved matters (access, layout, scale, appearance and landscaping) for Phase 1A works (Woodlands Roundabout Improvements and associated flood mitigation and landscaping), pursuant to outline planning permission ref

16/01040/AOP and approval of condition 4. 9, 13 (detail of access, layout, scale, appearance and landscaping) 15 slab levels) 16 (drainage and suds) 29 (construction environmental plan) 36 (flood risk aspects) management

**RESOLVED: NO OBJECTION**

**P23.65 To Consider Planning Applications Small Scale and Large Scale**

- i. **23/03457/APP: Lindum Chiltern Way HP22 5NH**  
Householder application for roof alterations to provide accommodation in the roof space, a single storey rear extension to the existing house and a single storey annexe (replacing the existing garage)  
**RESOLVED: SUPPORT** This is with the caveat that the annexe is not converted to a separate dwelling in future.
- ii. **23/03475/APP: 3 Vantage Street HP22 5FY**  
Householder application for two storey side and single storey rear extensions  
**RESOLVED: OBJECT** The application would lead to a building incongruous with the local area and overbearing for the size of the plot, in contravention of Policy HQD1 (i) of the ACNP. Additionally, the parking provision would make an already difficult parking situation more difficult.
- iii. **23/03532/VRC: 12 New Road HP22 5JD**  
Variation of conditions 2 (Approved plans) and 3 (Materials) of planning permission 22/02644/APP (Householder application for single storey rear extension, first floor side extension and facade alterations) to allow for: a Slight increase in footprint of single element to the rear (extending out to existing side wall line), Roof of single storey element raised slightly to accommodate structure. Study window to the front made wider. Facade treatment changed form from Cedral OEA to render with recon stone cills to the widows on the front elevation. Minor amendment to porch design  
**RESOLVED: NO OBJECTION**
- iv. **23/03539/APP: 11 Beaconsfield Road HP22 5JU**  
Householder application for single storey side and rear extension incorporating elderly persons annexe  
**RESOLVED: NO OBJECTION** This is with the caveat that the annexe is not converted to a separate dwelling in future.
- v. **23/03639/APP: Moo's Barn Longhorn Farm Weston Road HP22 5EJ**  
Householder application for dormer windows and rooflights and other changes to fenestration  
**RESOLVED: NO OBJECTION**

**P23.66 To Receive a Report on Enforcement Cases**

Updates on Enforcement Cases were received.

**P23.67 Neighbourhood Plan Review**

- i. It was agreed that a new Meeting would be scheduled for the 8<sup>th</sup> January 2024 to discuss the Neighbourhood Plan Review. **ACTION: Planning Committee**

**P23.68 To Receive a Report on the Buckinghamshire Council Planning Surgery on the 28<sup>th</sup> November**

The Planning Surgery Meeting attended by Cllr McCall and Cllr Wyatt discussed current enforcement cases and the effect of the Chiltern Beechwood SAC on planning applications. It was agreed to book another Planning Surgery Meeting for the 23<sup>rd</sup> January. **ACTION: Planning Committee/Asst.Clerk**

**The meeting closed at 7.45pm**

**Signed.....Date .....**