

Minutes of the meeting of **Aston Clinton Parish Council** on  
**Wednesday 18 August 2021 at 6:30pm** in the Parish Office

**Present**

Cllr C Read (Chairman), Cllr P Birchley, Cllr M Collins, Cllr A Goode, , Cllr A Judge, Cllr C Judge, Cllr D McCall, Cllr M Mason, Cllr L Ronson & Cllr P Wyatt

**In attendance**

R Bennett (minute taking) and 9 members of the public.

It will be **RESOLVED** that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for items **21.113 xiii & xiv** of the agenda.

AMENDED MOTION: It will be **RESOLVED** that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for items **21.111 xiii & xiv** of the agenda. PROPOSED by Cllr McCall, SECONDED by Cllr Goode and AGREED.

Apologies, and welcome to new Councillors  
Apologies had been received from Cllr Hughes

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

21.106 To approve the minutes of the last Parish Council meeting on 21 July & E.M. 4 August 2021  
PROPOSED by Cllr Goode, SECONDED by Cllr Judge AGREED and signed by the Chairman.

21.107 Public Participation: For members of the public to ask questions and raise any issues on items included on the agenda. Public Participation should be for a period of no longer than 15 minutes, each person shall not speak for more than 5 minutes. This section of the meeting is not required by law to be minuted.

The following items were discussed under Public Participation:

- Thanks and congratulations were given to Liz Tubb and the team for the Astonbury event.
- Highlighted the hedges at the vets on the London road roundabout needed to be trimmed.
- The Horticultural Society made an official offer to the council to help with the weeding around the new community centre on a voluntary basis. They were thanked for their very kind offer and the Council would be in touch to discuss details.
- Planning for Remembrance Sunday: it was agreed that a planning meeting would be held asap. A date had been put forward and would be circulated.
- Liz Tubb requested that Astonbury 2022 be added to the agenda of the next Parish Council meeting to agree if it could take place in the park again.
- Fire Extinguisher training for the Café was still outstanding. The Council were aware and were speaking to the tenant.

21.108 Council

- i. Reports from external bodies  
There were none.
- ii. Community board update  
Forms to be submitted to apply for funding for the MVAS signs.

- iii. Community speedwatch update  
Cllrs had been out a number of times and more dates were planned. Particular area of complaints had been along Weston Road. The council had attempted to make contact with complaint to discuss but had been able to.

#### 21.109 Finance and Staff Committee

- i. Reconciliations.
- Cllr Mason continued to work with E Barry regarding month end reporting. There had been delays in July so these would be run alongside August and presented at the September meeting.
  - All reconciliations had been in order for June.
  - Buckinghamshire Council had been paying invoices on behalf of the parish council while there were no signatories to do so. The money would then be repaid to Buckinghamshire Council.
- ii. Month end reports and budget status  
It was highlighted that there was a low spend in the first three to four months and this was due to Buckinghamshire Council making the payments on the parish council's behalf. These would show in future reporting.
- iii. Bank and payments update  
An update was given that online banking was now set up again. Two signatories were required, with the new Clerk being one of them.
- iv. Repayment of invoices paid on behalf of ACPC, by Bucks Council.  
A list of payments made by Buckinghamshire Council on behalf of the parish council had been circulated prior to the meeting. The list, totaling £38k had been signed off at the Finance and Staffing meeting.

**MOTION:** To approve the repayment of invoices paid by Bucks Council PROPOSED by Cllr Collins, SECONDED by Cllr Ronson and AGREED.

- v. Payments to be agreed  
A schedule of payments to be agreed had been circulated prior to the meeting. The following items were highlighted:
- All had been signed off at the Finance and Staffing Committee other than UK Security Group for Astonbury as that had come in after the meeting had been held.
  - There had been a repayment from a funeral director as had paid twice.
  - Those highlighted in green were those that had come in after the Finance and Staffing meeting.
  - The blockage in the pump had incurred a large cost.

**MOTION:** To approve payments of invoices as presented PROPOSED Cllr McCall, SECONDED Cllr Mason and AGREED.

- vi. Authority to approve staffing payments, as recommended by F&S committee  
It was recommended that approval be the Clerk plus two out of three cllrs (Cllr Judge, Cllr Ronson and Cllr Read)

**MOTION:** To agree members required to approve staffing payments PROPOSED by Cllr Goode, SECONDED by Cllr McCall and AGREED.

- vii. Park Keeper - approval of new arrangements  
The current Park Keeper was leaving and K Workman was taking on the contract on a sub-contractor basis.

The previous park keeper had agreed to cover park barriers/gates when park keeper absent and at present parish councillors would need to cover the bins.

**MOTION:** To approve new full time arrangements to cover park keepers duties PROPOSED by Cllr A Judge, SECONDED by Cllr McCall and AGREED.

viii. Staffing updates  
The new Clerk, Samantha Payne would be starting on 6 September and councillors were encouraged to come and meet her. Currently a high workload and this would be kept under review.

ix. Purchase of laptop for new Clerk  
A new laptop was required and the previous suppliers had been approached for a quote. Their quote included the same high spec, installation and transfer of data costing £619 plus VAT. Research had been carried out and it was felt it was a competitive quote. The purchase of the laptop had been signed off at the Finance and Staffing Committee.

**MOTION:** To agree quote for purchase of new laptop PROPOSED by Cllr Goode, SECONDED by Cllr McCall and AGREED.

x. S106 update  
Cllr Mason advised that there was an outstanding amount of £84k available from land south of Aylesbury Road. Following a discussion regarding potential areas of spend, Cllr Mason agreed to speak to Buckinghamshire Council regarding any projects that had already been agreed for the funding. It was discussed regarding the restrictions of the funding i.e. limited to leisure and recreation and Cllr Collins agreed to take discussions forward with Buckinghamshire Council.

Cllr Collins also highlighted the use of Community Board funding.

It was agreed an item to discuss potential projects would be added to the next Facilities meeting.

#### 21.110 Planning Committee

i. Report from the committee and decisions on any applications

The following update was given:

Small Scale

- 21/02482/APP-1A Dean Way, removal of existing garage and erection of new detached garage – NO OBJECTION
- 21/02956/APP-8 The Burnhams, single storey rear extension – NO OBJECTION
- 21/02536/APP-22 Green End Street, erection of carriage house/car port – NO OBJECTION
- 19/04025/APP-Lodge Farm Buckland Wharf, conversion of traditional farm buildings – NO OBJECTION
- 21/03015-11 Green End Street, erection of detached single garage – NO OBJECTION

Large Scale

- 21/02076/APP-Symmetry Park, vehicular ramp – NO OBJECTION

ii. Update on neighbourhood plan meeting

Cllr Read gave an update on being interviewed regarding Neighbourhood Plans for a thesis being written by a student at Brunel University.

#### 21.111 Facilities Committee

i. Headstone churchyard update

Visit took place on 16 August and attempting to get a quote to get the headstone reinstated.

ii. Fire Extinguisher Training update  
Café training outstanding. Cllr Read agreed to raise with the café tenant as a matter of urgency.

iii. Memorial tree in churchyard, to discuss and agree a response to an enquiry.  
A request had been submitted via Revd Bottomer to put a shrub in the churchyard in memory of a resident's late husband who had been a bell ringer.

Following a discussion it was agreed that the request would be allowed on the condition it was maintained by the resident and any future requests for similar would be discussed on a case by case basis.

**MOTION:** to agree the response to a request for a memorial tree in the churchyard  
**PROPOSED** by Cllr McCall, **SECONDED** by Cllr Goode and **AGREED** by majority.

iv. Working party of volunteers to maintain Community Centre flowerbeds  
As discussed in public participation. Cllr McCall to take forward at Facilities Committee Chairman.

v. Waste contractors update  
Discussions were held regarding the ongoing problems with waste collections from the park and not being able to change the days of collections. Other contractor quotes had been obtained but were considered too expensive. Cllr Wyatt to research other companies.

Cllr Collins also raised a complaint regarding the green waste collection and the discharge coming from the vehicle and left on the pavement. Cllr Collins had raised the issue with Buckinghamshire Council and was attempting to arrange a meeting with the head of department.

vi. Remembrance Sunday  
Covered under public participation.

vii. AWP Security  
There still continued to be an issue with the security of the all weather pitch and people using that had not booked to do so. There were a number of ways they were gaining access and all previous attempts to stop had not been successful.  
A number of potential solutions were discussed, and it would be added to the agenda of the next facilities meeting.

viii. Gib Lane CCTV grant update  
Three quotes for the CCTV for the community centre/park had been obtained. A motion to discuss and agree would be added to the next Parish Council meeting.

ix. Dylan Memorial report update and budgets  
Cllr McCall provided an update on the memorial options in the park. Following further conversations two options were being taken forward, scooter area for small children was the first preference and the second being a zip wire. Both would be taken forward if enough funds were available to do so.  
It was agreed that a working party would be set up to discuss and move forward, members were confirmed as Cllrs Hughes, C Judge, Goode and McCall. A proposal would be presented back to the next parish council meeting. It was also suggested that as it was a project to benefit a large number of the community, a Community Board funding application could be considered.

- x. Request for broadband for the Churchill Hall  
A request had been made to have broadband provided to the Churchill Hall. It was noted that this would be of no cost to the parish council. Cllrs supported the request and Cllr Mason agreed to respond.
- xi. Update on Molique fountain restoration  
Cllr C Judge updated that four stone masons were providing quotes to restore the fountain to its original state. It was also suggested that a Community Board funding application could be considered to help fund the restoration.

- xii. Repair or replacement of part to Trim Trail net  
A quote for the damaged A frame had been received which stated to replace would cost £3.5k and to repair would be £2.5k. It was agreed that Cllr Judge would ascertain if the new frame would sit in a metal casing in the ground and if they also did composite posts.

The item would be discussed further at the Facilities Committee and the motion deferred.

**MOTION:** To approve cost of repair or replacement - Deferred

- xiii. Allotments – Inspection 3<sup>rd</sup> August 2021- discuss appropriate course of action.  
This item was discussed in a confidential session.

**MOTION:** To agree and implement an appropriate course of action on allotment matters PROPOSED by Cllr A Judge, SECONDED by Cllr Wyatt and AGREED.

- xiv. Allotments – current situation update, waiting list and catchments  
This item was discussed in a confidential session

**MOTION:** To agree maximum numbers allowed on allotment waiting list and catchment of tenants' locations for policy and future enquiries PROPOSED by Cllr Wyatt, SECONDED by Cllr McCall and AGREED.

- xv. Events:

i. Astonbury report

Cllr Mason gave the following update:

- Received payment from Dayla of £1500
- Invoice received from UK Security Group
- All invoices would be paid up to the budget of £13k with the parish council covering £7k and the event organiser funding the rest.

ii. Official opening event - Community Centre

Official opening event for the community centre was still to take place. It was agreed that a working party would be set up with the following members, three members plus Cllrs Ronson, C Judge and McCall.

## 21.112 Community Centre Committee

i. Snagging updates

The Following updates were given:

- Ongoing snagging list was being chased by Cllr Hughes.
- Alarm going off – door sensor issues had now been repaired.

ii. Café lease update

The new café lease had been reviewed and some amendments made and would be sent through to Horwood & James Solicitors. Café tenant was in agreement with new lease.

iii. Waste collections update  
Covered under item 21.111 v.

iv. Main hall & upper meeting rooms acoustic panels  
Following a conversation with the architect it had fallen to the parish council to resolve the acoustic issues and to cover costs. A quote had been agreed and decision needed to be made regarding the colour and style of the panels.

Following a discussion, the following vote was taken.

- All agreed the ceiling would be natural
- Blue panels – 2 votes
- Maroon panels – 4 votes

**MOTION:** To agree a colour scheme for the acoustic panels for the CC hall & meeting rooms PROPOSED by Cllr A Judge, SECONDED by Cllr C Judge and AGREED by majority.

21.113 Date of next meeting  
15 September 2021