

## DRAFT MINUTES

2024/010



### **ASHENDON PARISH COUNCIL**

**Draft Minutes of the ANNUAL VILLAGE MEETING of the Parish Council held in the Village Hall.  
Monday 20<sup>th</sup> May 2024 at 7.30pm**

#### **PRESENT:**

**Councillors:** Les Curtis (**LC**), Fiona Jacobs (**FJ**), Luke Jamieson (**LJ**), Sian Miller (**SM, Vice Chair**), Venetia Davies (**Clerk and RFO**) and Ashley Waite (**AW**).

**Parishioners:** There were two Parishioners present including Richard Phillips.

#### **1. Election of Chair**

**Chris Rand** was nominated and elected Chair of the Parish Council for 2024/25. Proposed FJ, seconded SM.

#### **2. Apologies**

Chris Rand (**CR**) and Paul Irwin (**PI**).

#### **3. Election of Vice Chair**

**Sian Miller** was nominated and elected Vice Chair of the Parish Council for 2024/25. Proposed LJ, seconded FJ.

#### **4. Declarations of Acceptance of Office by Chairman**

**ACTION: Chris Rand to sign the Declaration of Acceptance of Office.**

#### **Parishioners Question Time (PQT).**

Light in car park is not working. **ACTION: CLERK to report to APFA.**

#### **5. Approval of Minutes – Monday 4<sup>th</sup> March 2024**

The Draft Minutes of the March meeting were accepted as a true record and signed by Vice Chair, Sian Miller.

#### **6. Matters Arising**

- **Platinum Jubilee Commemorative Elm.** **ACTION: CR to clear a patch of briars and plant.**
- **Defibrillator.** The IPADSP1 defib is now out of warranty and at end of life. With no option to extend the warranty due to its lifespan, Councillors **agreed** to the purchase of a new IPADSPR at a cost of £850.00 plus VAT. **ACTION: CLERK to order.**
- **Ultrafast Broadband.** Ongoing. **ACTION: AW to chase Greg Smith, MP, for support with BT Openreach.**
- **Litter Pick.** Thanks were paid to everyone who participated. The long delay from Street Scene, Buckinghamshire Council, in collecting the rubbish was disappointing.

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### 7. Declarations of Interest

Luke Jamieson declared an interest in the Community Pub Initiative. Luke has been involved in the Community Pub Initiative since it started in May 2023. He is a Director of the Community Benefit Society, formed in October 2023.

### 8. Representation of Committees/Working Parties

The following Councillor representations were agreed:

- Haddenham and Waddesdon Community Board: **Sian Miller** (nominated as email contact)
- Road Safety Working Party: **Richard Phillips**
- Footpath Monitor: **Sian Miller** (PC Lead) **Andy Howes** (Footpath Monitor)
- For reviewing PC Governance and Parish Council Insurance: **Chris Rand/Sian Miller**
- For monitoring Grass Cutting (Devolved Services): **Fiona Jacob with support of Kevin Nash**
- Calvert & Greatmoor CLGs meetings: **Chris Rand**
- For monitoring Parish Council Assets including Defibrillators: **Luke Jamieson**. Defibrillators have been agreed to be checked after each PC meeting.

Note: The renewal policy documents for 2024/25 to be reviewed by Chris Rand.

### 9. PC Governance

Code of Conduct, Risk Assessment and Complaints Procedure reviewed (no changes). New Financial Regulations (with resulting amendments to Standing Orders), Biodiversity Policy (to conserve and enhance biodiversity in Ashendon) and Grants Policy (permitting the power to make more substantial donations to community organisations) to be brought forward to June meeting. **ACTION: CLERK to agenda for June.**

### 10. PC Meetings

The Parish Council **agreed** to continue meeting on the 3<sup>rd</sup> Monday of each month at 7.30pm **2024:** 24<sup>th</sup> June (4<sup>th</sup> Monday in this instance), 9<sup>th</sup> September (actually 16<sup>th</sup> September booked), and 18<sup>th</sup> November. **2025:** 20<sup>th</sup> January, 10<sup>th</sup> March, 21<sup>st</sup> April (Annual Village Meeting), 19<sup>th</sup> May (Annual General Meeting), 9<sup>th</sup> June, 15<sup>th</sup> September, and 17<sup>th</sup> November. **ACTION: CLERK to book hall and upload meeting dates on website.**

### 11. Contributions from Buckinghamshire Councillor

Ashely Waite updated the meeting. Arriva has unpredictably announced its closure of service in Aylesbury and High Wycombe. Redline is taking over most routes. Two regeneration sites have been announced – the old county offices and Gala Bingo. The Department of Education has confirmed it will fund a new Special Education Needs (SEN) free school in the county. The Council has unveiled a unique benefits package in drive to recruit more foster cares. The Domestic Building Envelope Energy Efficiency (DBEEE) Grant is a new Domestic Resource Efficiency Service grant scheme that provides grants of up to £30,000 per eligible household for residents to install energy efficiency measures at their property. There are HS2 road closures scheduled for May on A41. Traffic lights will be in operation on Main Street Ashendon from 24<sup>th</sup> May to 27<sup>th</sup> May. Winchendon Road will be closed on 12<sup>th</sup> July to 18<sup>th</sup> July (8.30am to 5pm) for pothole repairs. Please keep updated here: <https://one.network/uk/buckinghamshire>. Westcott school will close at the end of the school year.

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## 12. Reports from Councillors attending meetings and outside organisations.

There were none.

## 13. Correspondence

- Due to lack of support, Westcott CofE School will sadly close at the end of the school year.
- APFA has asked for assistance with playground equipment inspection in order. **ACTION: CLERK to chase quotation from Playground Inspection Company and agenda for June meeting.**

## 14. Ashendon Village Community Pub Initiative

Members of the Steering Group (SG) have met with the government to understand the administrative stages in securing the Community Ownership grant which will be triggered by match funding (£60-£70k). A number of survey's have been commissioned (building, fire, kitchen, access, environment) to assess the condition the pub. A Community Share Offer is being prepared. A target of £300,000 has been set in order to acquire, renovate, and reopen the pub. This balance will be raised through a Community Share Offer. A six-week window for the purchase of shares has been set (from 21<sup>st</sup> June). Each share will be £100 and the minimum share will be one. The SG has been very particular in getting support from various organisations. With the support of the Plunket Foundation, the SG has applied for a quality assurance mark for the share scheme. A member of the SG will attend the next PC meeting to determine how the PC might want to contribute financially. As a member of the Community Benefits Society, Luke Jamieson will be required to leave the room. Luke thanked a number of key people - Paul de Lusignan, Sue Maldonado, James Morris, Andy Howes, Teresa Payne, Andy Theobald, Kevin Nash, Liam Cummings and Peter Smettem for their work in recent weeks. The list is not full. He said it is amazing how many people want to make the pub happen.

## 15. Speed Safety Projects

- **Ashendon '20 is Plenty' campaign.** There was a disappointing response to the 'design a poster' competition. It was agreed to promote the competition again at the Rounders Day (Saturday 29<sup>th</sup> June).
- **Speed Awareness Update.** The Speedwatch team have been concentrating on refreshing traffic messages and moving the SiD between sites. There has been a traffic survey on Westcott Road. The team are keen to compare this data. **ACTION: AW to assist in obtaining Westcott traffic data.** Richard Phillips is now also the co-ordinator for the Community Oil buying scheme.
- **HS2 Road Safety Fund** (third and final tranche). Applications are being invited for funding (to 31<sup>st</sup> July 2024) for new road safety schemes with the focus on delivering more smaller schemes - traffic calming measures involving road markings and signage. **ACTION: CLERK to arrange meeting with Colin Woolford and Richard Phillips to discuss road markings and other traffic calming measures.**
- **Wotton Road footpath.** **ACTION: CR to arrange site visit with two or three contractors for quotations and potentially apply for funding to Community Fund.**

## 16. Trees on Parish Land

**ACTION: CR to produce a tree register of trees on Parish land and inform any associated works.** To also inspect trees (Wotton Road) and contact land agent for Thames Water

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necessary. **ACTION: CR** to liaise with landowner for agreed contribution towards the cost of the fallen hedge on Parish Council land.

### 17. Children's Play Activity

With the agreement of Clare Cook, Councillors agreed to another Children's Play Activity as 2022 and 2023 (budget in the region of £250). **ACTION: CR** to ask Claire Cook to arrange with the help of other Mums.

### 18. Finance

#### a. Balance from Minutes of previous meeting (4<sup>th</sup> March 2024): **£41,994.76**

- **Receipts: £10,253.26** (Precept £9,000.00) (VAT Return £1,228.26) £25.00 (payment to Venetia Davies in error)
- **Debits: £244.37** (Npower £56.60 + £66.51 + £58.29) (Hugo Fox £11.99 + £11.99+ £11.99) (Royal British Legion - £25.00), (Sparkx Limited £2.00).
- **Plus unrepresented BACS: £0.00**
- **Less standing orders: £897.00** (Clerk Salary – 3 months)
- **Balance of Bank Account: £51,106.65** (as at 23<sup>rd</sup> April 2024)  
**Available Funds: £51,106.65** (balance of bank account less unrepresented BACS)

#### b. Orders for Payment: **£1,477.32**

- **Venetia Davies - £18.90** (Clerk travel)
- **JE Accountants - £240.00** (Payroll Administration 2023/24)
- **MRA Garden Services - £540.00** (Grass cutting April and May)
- **Bucks and Milton Keynes Association of Local Councils - £42.42** (Annual Subscription)
- **SparkX Limited - £636.00** (£530.00 + £106.00 VAT) (Additional call out to faulty light opposite the Bakehouse and replacement of new lantern).
- **BALANCE: £49,629.33** (Available Funds less Orders for Payment)
- **Also agreed:**
- **ARG Compulink - £58.80** (£49.00 + £9.80 VAT) (Installation of new access point)
- **BALANCE: £49,570.53** (Available Funds less Orders for Payment)

#### c. Management Report. May 2024 circulated.

#### d. Audit/Annual Governance and Accountability Return 2022/23 Form 2

Councillors agreed to sign the Certificate of Exemption, reviewed, and approved the effectiveness of the system of internal control as well as the annual governance statement. The PC also considered the Accounting Statement, signed by the RFO, and approved all by resolution. **ACTION: CR** to sign. **CLERK** to complete in accordance with instructions form PKF Littlejohn.

### 19. Planning

- **24/00860/APP - Plot 9000, Westcott Venture Park, Westcott, Buckinghamshire**  
Hybrid planning application for 1) full application for the erection of two buildings for Use Classes E and/or B2 and/or B8); 2) outline application for the erection of one building for Use Classes E and buildings for Use Classes E and/or B2 and/or B8. Comment date: 4 June 2024

**ACTION: CLERK** to return OPPOSES the application to Buckinghamshire Council for the following reasons:

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- a) **Highway safety issues including traffic generation, car movements and HGV Freight Zone.** This is the largest development yet on Westcott Venture with a mix of buildings (B8 storage/distribution, E commercial/business services, B2 industrial units). It is understood that existing R&D businesses and start ups will occupy the building. This will result in an increase in traffic generation through the lanes of Ashendon. Ashendon has worked hard at securing a confirmed route for lorries from London to Greatmoor/Calvert Landfill (confirmed route: M25 - J20, A41 to Aylesbury, continue until Greatmoor turn off) and Buckinghamshire Council is now proposing to reduce the volume of Heavy Goods Vehicles in the areas of Ashendon, Brill, Chearsley and Cuddington through the implementation of a 'freight zone'. Ashendon requests a restriction of larger vehicles in the village, as Bucks Recycling above. **Traffic generation and car movements** – the development is allowing for 132 car parking spaces. This will result in many more vehicles travelling through Ashendon.
- b) **Lack of Planning for Cyclists.** The Travel document brushes over cycling. Ashendon is a rural area that is not suitable for cycle paths and therefore only expect enthusiasts to cycle to work using the regional cycle routes. The report omits to mention the Greenway which is planned to come to Westcott from Aylesbury. Waddesdon Manor has delayed the completion of the route. It is unacceptable that large developments should be allowed without a safe cycle route when one is planned and feasible.
- c) **Light Pollution.** The lighting plan is unavailable. There is concern with the proposed size of development and light pollution.
- **24/01410/ALB and 24/01409/APP - Pollicott Manor, Lower Pollicott, Ashendon Buckinghamshire, HP18 0HQ**  
Listed building and householder application for replacement of three windows and an external door. Comment date: 7 June 2024.  
**ACTION: CLERK to return NO OBJECTIONS to Buckinghamshire Council.**

### 20. Items for Information including Diary Dates:

- **Grass Cutting schedules:** Verges - 17/06, 26/07, 03/09, 15/10/2024.
- **Ashendon Pub in the Park Rounders Competition** - Saturday 29<sup>th</sup> June 2024.

### 21. Date and Time of Next Meeting:

**Monday 24<sup>th</sup> June 2024 at 7.30pm in Ashendon Village Hall**