

**ASHENDON PARISH COUNCIL**  
**Minutes of Parish Council Meeting**  
**held in Ashendon Village Hall**  
**Monday 16<sup>th</sup> May 2016 at 8pm**

**PRESENT:** Chairman: Kevin Nash (**KN**), Councillors: Sian Miller (**SM**), Peter Smettem (**PS**), Venetia Davies (**Clerk**).

**Parishioners:** Cllr Paul Irwin (PI). There were no Parishioners present.

**Parishioners Question Time** was schedule to take place after Item 6. There were no Parishioners present.

**NB: Action points highlighted**

**1. Election of Chairman**

Kevin Nash elected Chairman. Proposed by PS, seconded by SM.

**2. Apologies for Absence**

Les Curtis (**LC**), Chris Rand (**CR**)

**3. Election of Vice Chairman**

Peter Smettem elected Vice Chairman. Proposed by KN, seconded by SM.

**4. Declaration of Acceptance of Office by Chairman**

Duly signed by Kevin Nash, Chairman.

**5. Representatives of Committees/Working Groups**

Councillors agreed to continue/allocate the following representations:

Local Area Forum: Kevin Nash

HGV/Village Curbing: Peter Smettem

Village Speed Watch and Broadband: Sian Miller

**6. Approval of Minutes – Monday 21st March 2016**

Draft Minutes were accepted as a true record and signed by Chairman, KN.

**7. Matters Arising from previous Minutes**

- **Play Around the Parishes**, 26th July 2016, 2pm, Ashendon Playing Fields. **ACTION: CLERK to advertise event on Website, Bernwode News.**
- **Archiving of Parish Council documentation.** **ACTION: CLERK to arrange purchase to the value of £150.00.**
- **Payroll.** **ACTION: CLERK to sign contract with JE Accountants.**
- **The Queen's 90th Birthday Beacons (21st April 2016).** Councillors commented on the enjoyable event which was well supported. Thanks were paid to Mary Nash for doing a wonderful job in providing the refreshments/choice of cake. It was much appreciated.
- **Ashendon Playing Fields.** \$19 donation of £309 to Ashendon Playing Field Association. **ACTION: CLERK to list on Orders for Payment in June.**

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**8. Declarations of Interest**

There were no interests declared.

**9. Correspondence**

There was no correspondence outside of the Agenda items.

**10. Contributions from BCC Cllr**

PI updated Councillors on the Community Bus. It is likely that a 16 seater bus will be purchased soon. The launch date is 30<sup>th</sup> June at Waddesdon Cricket Club. A voucher scheme will be in operation supported by Active Bucks where people can enjoy free sessions. Simply Walks – volunteers are needed to lead walks. Ideally each village in the LAF area will lead a walk. Numerous pot holes have now been filled. A *Plain and Patch* programme is scheduled for June/July.

**11. Finance**

**a. Balance from Minutes of previous meeting (21<sup>st</sup> March 2016): BALANCE: £4,632.61**

- Receipts: £1,278.38 (£1,000: Community Chest grant, £278.38: T2 Devolution Grant)
- Debits: £0.00
- Plus unrepresented cheques: £1,138.80 (Broxap's)

**Balance of Bank Account: £7,049.79** (as at 22<sup>nd</sup> April 2016).

Note: (Precept £3,732.50 & Grant Payment £95.00) to be credited from AVDC.

**Available Funds: £5,910.99** (balance of bank account less unrepresented cheques). (Business Saving Account: £142.25).

**b. Orders for Payment: £1,134.27**

- **Venetia Davies - £385.00** (Clerk salary)
- **Venetia Davies - £32.70** (£26.10 Clerk travel and 6 x 2<sup>nd</sup> class stamps £6.60)
- **Mrs M Nash - £54.95** (Queen's Birthday Beacon Refreshments)
- **Mrs M Nash - £41.18** (Annual Village Meeting Refreshments)
- **ToolShed - £226.00** (£188.33 + £37.66 (VAT)- Grass Verge Cutting)
- **Best Kept Village Competition - £20.00** (Entry Fee)
- **Aon UK Limited - £273.55** (Parish Council Insurance: Renewal Date: 1<sup>st</sup> June 2016)
- **Ashendon Playing Fields Association - £20.00** (Hire of Pavilion for Play Around the Parishes)
- **BMKALC - £30.09** (Annual Subscription to Association)
- **Venetia Davies - £40.00** (Society of Local Council Clerks part membership fee)
- **Broxap - £10.80** (outstanding balance for Bench)
- **BALANCE: £4,776.72** - (Available Funds less Orders for Payment)

**ACTION: CLERK** to arrange necessary paperwork so that Clerk Salary can be paid by Standing Order.

**12. Standing Order, Code of Conduct, Financial Regulations and Risk Assessment, to annually review.**

**ACTION: KN/CLERK** to circulate templates provided by BMALC, personalised to Ashendon Parish Council for adoption and agreement by Councillors in time for June meeting. **ACTION: CLERK** to Agenda for June.

**13. Grass Cutting, review of 1st cut and to agree Complaints procedure.**

Councillors expressed disappointment with first cut. Health and Safety issues were also noted of concern (no ear defenders, dirty high vis jackets and lack of bollards). **ACTION: CLERK** to arrange urgent meeting with David Letts and KN and PS. **ACTION: KN/CLERK** to circulate Complaints procedure (to include process) as above Item 12.

**14. Annual Village Meeting, to review meeting.**

Feedback from Parishioners has been good. Ashendon was praised for the amount of activity that goes on for a small village. Councillors thanked all for contributing but remarked on the disappointing presentation concerning Broadband that contained no commitment.

**15. Parish Council Logo Competition, for new website**

Councillors thanked everyone who took part in the Competition. Two logos were selected and 'mocked up' to provide the Ashendon Parish Council logo. The winners will be presented with a display replica of their design. New website to be launch in Summer. **ACTION: SM to provide CLERK with details of entrants so that everyone can be thanked and the winners notified.**

**16. Broadband, to establish options.**

Due to series of postponements and too many 'hopefuls', it was agreed a 'Plan B' is required. Whilst Ashendon could look at community broadband project, it was agreed to initially follow up with Bucks County Council and Bucks Business First (BBF) to enquire if Ashendon will be included in Phase 2 (expected date for notified was 6/8 weeks from Annual Village Meeting held on 21<sup>st</sup> March). **ACTION: PI to enquire with Martin Tett, BCC. CLERK to enquire with Navin Sankersingh and Matthew Clifton at BBF.**

**17. Street Lights, to discuss Parishioner responses.**

Given the lack of response/support for a street light to be located at Lower End, Councillors resolved not to proceed further. **ACTION: CLERK to inform Parishioner who made the original request as well as responders.**

**18. Best Kept Village, call for Volunteers.**

Judging takes place between 4<sup>th</sup> June and July. **ACTION: CLERK to circulate judging sheet to KN/PS. KN/PS to arrange dates for village tidy. Call for Volunteers to be made.**

**19. HGV Meeting, to agree next steps.**

Meeting held with BCC Transport, Paul Irwin, Westcott, Ashendon, Chearsley and Cuddington Parish Councils to ascertain measures to curb HGV vehicles driving through villages to avoid damage. A Traffic Regulation Order would be costly (£15-£20K) and would be subject to approval from Thames Valley Police at an additional cost. "Unsuitable for HGV" signs could be located but again this is subject to specific criteria being met and would lack the deterrent power of a TRO being in force. BCC suggested that 'evidence gathering' would be the first sensible step across all four villages to record type of vehicle, direction of traffic, time of day, registration number, driver behaviour. A report could then be presented by BCC as evidence to haulage operators. It was also suggested that a local media campaign could be initiated to put further pressure on operators although this wasn't favoured with Ashendon Councillors. **ACTION: CLERK to liaise with Parish Councils of Cuddington, Chearsley and Westcott to establish date in June (8am to 4pm) to carry out traffic survey. Volunteers from Ashendon required. ACTION: PI to provide High Vis jackets and speed cameras.**

**20. Reports from Councillors attending meetings and outside organisations.**

PS reported on recent Village Walk Around concerning village verges. The idea of building up curbs was welcomed and LAF funding may be available. PS is awaiting a quote. The concept of boulders being used on the verge to deter HGV from mounting verges is also being investigated. PI has confirmed that Ashendon Parish Council is entitled to work on the verge inside the 30mph zone as it has devolved services but any liability would be with the Parish Council. A number of gully's that require repairing were also highlighted during the walk around.

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**21. Items for Information:**

- AVDC Planning Event for Parishes, Wednesday 25th May, The Oculus, Gateway). **ACTION: KN to attend.**
- Play Around the Parishes – 26th July 2016, 2pm, Ashendon Playing Fields
- **Ref. No: 15/03575/APP | Status: Approved.** Demolition of existing farm buildings, extension and conversion of existing barns to form four dwellings, erection of associated garage, including erection of garage to serve the existing dwelling and retention of existing access (Amendment to Planning Permission 12/00803/APP in respect of change to previously approved access) - Manor Farm Lower Pollicott Ashendon Buckinghamshire HP18 0HQ.

**22. Date and Time of Next Meeting:**

**DATE OF NEXT MEETING:  
Monday 20<sup>TH</sup> June 2016, 8pm  
Ashendon Village Hall**