

DRAFT MINUTES

2019/09

ASHENDON PARISH COUNCIL
Draft Minutes of Parish Council Meeting
held in Ashendon Village Hall
Monday 20th May 2019 at 8.00pm

PRESENT:

Councillors: Kevin Nash (**KN**), Les Curtis (**LC**), Peter Smettem (**PS**), Chris Rand (**CR**), Venetia Davies (**Clerk and RFO**).

Parishioners: There were 3 Parishioners present.

1. Election of Chairman

Kevin Nash (KN) was elected Chairman of the Parish Council for 2019/20. Proposed by PS, seconded by LC.

2. Apologies

Sian Miller (**SM**)

3. Election of Vice Chairman

Peter Smettem (PS) was elected Vice Chairman of the Parish Council for 2019/20. Proposed by CR, seconded by LC.

Representation of Committees

The following representations of Committees/Working Groups will continue:

- Local Area Forum – Kevin Nash
 - HGV/Village Kerbing, CLG Meetings – Peter Smettem
 - Village Speed Watch and Broadband – Sian Miller
 - For monitoring Parish Council Assets – Les Curtis
 - For reviewing the Parish Council Insurance Policy – Peter Smettem
- Note: PS has reviewed the renewal policy documents for 2019/20 (3 year long term fixed agreement)

4. Declaration of Acceptance of Office by Chairman

Duly signed by Kevin Nash, Chairman.

5. Parishioners Questions Time

Concerns were expressed over the removal of the rocks/stones under Item 12.

6. Minutes

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

7. Matters Arising

- Elder in Churchyard and surrounds. **ACTION: LS/CR to remove.**

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- **Connecting Ashendon – Broadband.** ACTION: CLERK to agenda for update as works progress.
- **Litter pickers.** ACTION: KN to purchase additional litter pickers.
- **Assets of Community Value: The Hundred of Ashendon Public House.** ACTION: KN to complete new application highlighting the social wellbeing and social interest of the local community in the Hundred PH.
- **Oxford to Cambridge Expressway.** ACTION: SM to agree with PI draft article for submission to Bernwode News, Ashendon Parish Council website page and Facebook page. The website to have a dedicated page with information and links.

8. Declarations of Interest

PS declared an interest in Item 12, 2nd bullet point.

9. PC Governance

Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure were reviewed and adopted for 2019/20. Proposed by CR Seconded by PS.

10. Contributions from BCC Cllr and AVDC Cllr

There were no contributions.

11. Kerbing of the Causeway

BALC has confirmed that the Parish Council has the power to make payments to a highway's authority under Highways Act 1980 s.274A for the purpose of traffic calming. This to be undertaken through the LAF with an application for a grant which will be match funding. However, having been made aware of the New Homes Bonus, Ashendon Parish Council has now been invited to submit a full application to the New Home Bonus following an *Expression of Interest* proposal. The application is to reflect the original request of protecting the footway (provided by the PC) by way of kerbing; a priority in the Community Led Plan was for a footway to be used by children walking to the bus shelter for the school bus. It too also emphasis how Ashendon has been affected by increased traffic because of new housing in Aylesbury, Haddenham and Bicester and development at the Venture Park. It was **agreed** to apply for most of the kerbing costs (£16,625.00 + VAT for kerb from Wotton road junction to the bus stop, two kerbs high (where necessary) through the New Homes Bonus and the remainder from LAF (match funded by the PC). There may also be other funding sources available from Groundworks (HS2 Community and Business Funds) and the Safer Routes to School Fund. CR has previously requested that a passing place of approximate one metre be 'cut in' due to the narrowness of the road. It was agreed that the tarmac pathway (from Wotton Road to bus stop (approximately £22,000 + VAT) would have to be funded at a later stage.

12. St Mary's Church

It was **agreed** to request BCC widen the road beside the Church entrance, on the opposite side (proposed CR, seconded PS). ACTION: CLERK/KN to liaise with PI/Colin Woolford to ascertain if BCC would consider widening the road.

- It was **agreed** to request that the church wardens remove the rocks from the grass verge outside the church. (proposed LS, seconded CR). ACTION: CLERK to request Church Warden removes rocks. A suggestion was made for the rocks to be replaced by

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wooden posts spaced further apart (such as the ones in Dinton) to prevent vehicles being parked here. Councillors to possibly consider at a later date.

- A request to drain surface water by extending existing pipes through the East retaining wall of the Church to discharge onto Boughton's Peace was **agreed** (Proposed KN, seconded CR.).

13. Community Led Plan

In the absence of SM, who was the PC lead for the Community Led Plan, it was **agreed** to postpone the discussion of its future until the June meeting. **ACTION: CLERK to agenda for June.**

14. Oxford to Cambridge Expressway

It was agreed to postpone further discussion until the route is known.

15. Reports from Councillors attending meetings and outside organisations

There were no meetings.

16. Correspondence

Laurel trees opposite the old Post Office overhanging on the road. Following correspondence with the resident, it was **agreed** that, rather than remove the trees altogether, they should be cut back to an agreed level (to the edge of the road) and to an agreed height (and then endeavour to be maintained by the resident). **ACTION: CR to liaise with the Resident for remedial works, request two quotations and ascertain if planning permission is required (conservation area).**

17. Finance

a. Balance from Minutes of previous meeting (18th March 2019): **£17,531.61**

- **Receipts:** £556.76 (BCC Devolution Grant)
- **Debits:** £0.00
- **Plus unrepresented cheques:** £3,026.69 – (Kerbing works)
- **Less standing orders:** £476.68 (Clerk Salary)
- **Balance of Bank Account:** **£20,638.38** (31st March 2019)
- **Available Funds:** **£17,611.69** (balance of bank account less unrepresented cheques). YEAR END 2018/19

b. Orders for Payment: **£785.44** (Proposed PS, Seconded CR)

- **Venetia Davies - £18.90** (Clerk travel)
- **Venetia Davies - £39.99** (Office 365 Home renewal – shared with Cuddington PC)
- **Venetia Davies - £12.31** – (Paper and Postage)
- **Well Medical Ltd - £272.22** (Defibrillator Battery and Pads)
- **BALC - £34.02** (Annual Subscription)
- **RTM Landscapes Ltd - £408.00** (£340.00 +68.00 VAT) (April cut)
- **BALANCE: £16,826.25** (Available Funds less Orders for Payment)

Also approved:

- **Kevin Nash – £45.11** (Annual Village Meeting Refreshments)

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- **BHIB Insurance Brokers - £263.83** (Parish Council Insurance - LCO01331 - Long Term Agreement)
- **JE Accountants - £75.00** (Payroll administration 2018/19). (Fixed fee since 2016. Fees will increase to £96 per annum in 2019/20).

BALANCE: £16,442.31 (Available Funds less Orders for Payment

- c. **Internal Auditor:** Tim Stevens from Cuddington kindly volunteered to conduct the Internal Audit, now complete.
- d. **Audit:** The Parish Council reviewed the effectiveness of the system of internal control and prepared and approved the annual governance statement (c1). The Accounting Statement was then considered and approved by resolution (c2) and signed by KN, Chair and Venetia Davies, RFO. **ACTION: CLERK to return to PFK Littlejohn.**

18. Planning

- **19/00712/ALB - Pollicott Manor, Lower Pollicott, Ashendon, HP18 0HQ**
Proposal is to change the existing single door between the new, previously approved kitchen/breakfast room extension and the family room (18/04213/ALB and 18/00090/APP) to a pair of doors in an enlarged opening. Comment date: 12th June 2019. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**

19. Items for Information including Diary Dates

- **Bucks Herald Public Announcements.** Main Street to be closed from the Close for a distance of approximately 120 metres. Thames Water works from 28th May 2019. **ACTION: CLERK to obtain further information from BCC.**
- **Greatmoor CLG** - Thursday 6th June at 7pm at the Greatmoor Visitor Centre. **ACTION: PS to attend.**
- **Unitary. Keeping it Local - Design Workshop for Town and Parish Councils** – Thursday 13th June from 18:00-20:00. **ACTION: SM to attend.**
- **Ride on Time, free toddler play session,** week beginning 12th August 2019
- **Animal Antiks,** Thursday 29th August - 10:30:12.00 noon.
- **Local Area Forums.** LAFs has now transferred to Democratic Services (from Communities). There are no longer Area Managers linked to specific LAFs. These roles have been replaced by a new dedicated Local Area Forums Team (which will cover all 19 local areas in the county). Simon Garwood is now the LAF Manager, Amy Jenner is the LAF Officer. A second LAF officer will be appointed. Korrine Leney remains in the Communities team and takes up new post as Community Engagement and Development Team Manager. There is also now a new Local Area Forum Mailbox: localareaforum@buckscc.gov.uk
- **Grass Cutting dates:** w/c 20th May, w/c 17th June, w/c 15th July, w/c 26th August, w/c 7th September. **ACTION: KN to inspect grass cutting in certain areas.**

20. Date and Time of Next Meeting:

Monday 17th June 2019 at 8pm – Ashendon Village Hall