

## DRAFT MINUTES

2017/008

**ASHENDON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting**  
**ANNUAL GENERAL MEETING**  
**held in Ashendon Village Hall**  
**Monday 15<sup>th</sup> May 2017 at 8pm**

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

**Parishioners:** There were 2 Parishioners present including Cllr Paul Irwin.

**Parishioners Question Time** took place after Item 6.

**NB: Action points highlighted**

**1. Election of Chairman**

Kevin Nash (KN) was elected Chairman of the Parish Council for 2017/18. Proposed by Chris Rand (CR) seconded by Sian Miller (SM)

**2. Apologies for Absence**

Les Curtis

**3. Election of Vice Chairman**

Peter Smettem (PS) was elected Vice Chairman of the Parish Council for 2017/18. Proposed by SM, seconded by CR.

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

Duly signed by Kevin Nash, Chairman.

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

Councillors agreed to the following representations:

- Local Area Forum – Kevin Nash
- HGV/Village Kerbing – 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.

**6. Approval of Minutes – Monday 20<sup>th</sup> March 2017**

Amendments:

- Item 6. Broadband. Councillors **resolved** to donate monies under Section 137 if a shortfall of funds exists on 31<sup>st</sup> March 2017 to *Councillors resolved to donate monies under Section 137 if there is ultimately a shortfall of funds.*
- Item 14. Finance. Approved payment of £120.00 to Ashendon Village Hall in 2016/17. Revised balance: **BALANCE: £7,569.13** as at 31<sup>st</sup> March 2017.

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

**7. Parishioners Question Time**

There were no questions.

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### 8. Matters Arising

- **Waddesdon LAF - Local Priorities funding for Village Health and Fitness Project.** ACTION: SM to provide photograph of equipment to PI.
- **HGV Traffic.** Weight restriction on C66 Ashendon/Westcott road and is awaiting response. ACTION: PS to follow-up as necessary.
- **LED Street Lamps and increasing price of sodium lamps.** ACTION: PI to obtain costs from Tfb.
- **Pension auto enrolment obligations.** Chairman has discussed Pension Auto Enrolment with the Clerk who is considering her options.
- **Play around the Parishes – Monday 24<sup>th</sup> July, 2-4pm.** ACTION: SM/CLERK to advertise event.
- **'No Door Step Selling' Zone.** Clerk has informed AVDC of the Parish Council's intention to create a No Doorstep Selling Zone. ACTION: CLERK to chase for the signs to be installed on appropriate lamp posts.
- **Bruno Peek, WWI Beacons of Light 2018.** ACTION: CLERK to confirm Ashendon Parish Council's involvement.
- **Speed in Village.** ACTION: SM to propose date and co-ordinate sentinel speed watch.
- **Summer Sports Sessions.** Six weekly sport sessions available from Active Bucks. ACTION: PI to email the coaching sessions available to SM. SM to co-ordinate and obtain interest from Parishioners.

### 9. Declarations of Interest

There were no interests declared.

### 10. Contributions from BCC Cllr and AVDC Cllr

Cllr Paul Irwin thanked Ashendon for voting for him in the BCC Elections. Paul obtained 95% of votes in Ashendon, Cuddington and Waddesdon. Martin Tett will continue to be leader of BCC.

### 11. Broadband

Sian Miller provided a progress report on Ashendon Broadband. Whilst there may appear to be no apparent progress or activity on the installation, the Broadband Working Group has been assured that the project is progressing in line with expectations. An Openreach Delivery Manager has been allocated. The recent children's film night and cake extravaganza, initiated by children in the village who rely on Broadband for school and social activities, raised an impressive £355.00. BT Openreach has been asked to prepare a proposal for a third cabinet and to advise on the benefits. The project must be completed by 17<sup>th</sup> March (just 10 months to go). KN informed the meeting that he is still in negotiations with Thames Water over the proposed £8,000 and the discrepancy concerning a disclaimer.

### 12. PC Governance

Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure were reviewed and adopted for 2017/18. Proposed by PS, Seconded by KN.

### 13. Devolved Service

The Annual Report relating to Grass Cuttings for 2016/17 was approved. £1,356.00 was spent on grass cutting in 2016/17. No complaints were received. ACTION: CLERK to send to BCC (deadline 31st May 2017).

### 14. Annual Village Meeting

Kevin Nash thanked Peter Smettem for chairing the Annual Village Meeting. There were no action points to carry forward.

### 15. Grass Cutting by ToolShed

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Proposed grass cutting dates of (19/20th April) 17/18 May, 14/15th June, 5/6th July, 5/6th September, 10/11th October were noted. **ACTION: CLERK to publicise on website.**

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

There were no reports.

### 17. Correspondence

- Repair to Street Light. **ACTION: PI to arrange repair.**
- Village of the Year competition. It was **agreed** to revisit in 2018 when Broadband is installed.

### 18. Finance

List of payments were noted and **agreed**.

#### a. Balance of Minutes of Previous Meeting (20<sup>th</sup> March 2017): **£7,569.13**

- **Receipts:** £1,056.76 (£500.00 LAF Sports Equipment funding; £556.76 Devolution Grant)
- **Debits:** £0.00
- **Plus unpresented cheques:** £442.90 (£265.00 Len Holder, £57.90 Kevin Nash, £120.00 Ashendon Village Hall Hire for 2017/18)
- **Less standing orders:** £476.68 (£238.34 February, £238.34 March Clerk Salary)
- **Balance of Bank Account: £8,592.11** (31<sup>st</sup> March 2017)  
Available Funds: **£8,592.11** (balance of bank account less unpresented cheques)  
**Closing Balance year ending 31<sup>st</sup> March 2017: £8,592.11**

#### **2017/18:**

- **Opening Balance: £8,592.11**
  - **Receipts: £13,125.00** (£6,000 LAF Funding, £7,125 Precept Funding)
  - **Debits: £47.01** (E-on)
  - **Plus unpresented cheques:** £120.00 (Village Hall)
  - **Less standing orders: £238.34** (April Clerk Salary)
  - Available Funds: **£21,551.76** (balance of bank account less unpresented cheques)
- #### b. Orders for Payment: **£6,955.17**
- **Connecting Ashendon CIC - £6,000.00** (LAF Funding)
  - **Venetia Davies - £9.45** (Clerk travel)
  - **Peter Smettem - £31.12** (AVM Refreshments)
  - **Aon UK Limited - £279.80** (Parish Council Insurance – renewal date: 1<sup>st</sup> June 2017)
  - **BALC - £31.00** (Subscription 2017/18)
  - **JE Accountants - £135.00** (Payroll administration 2016/17)
  - **New Meaning (Toolshed) – £342.00** (£285.00 + VAT £57.00) (grass cutting - April)
  - **Ashendon Playing Fields Association - £20.00** (Hire of Pavilion for Play Around the Parishes)
  - **SLCC - £54.00** (Membership to Society of Local Council Clerks; shared with Cuddington PC)
  - **Venetia Davies (for ARG Compulink) - £52.80** (£44.00 + £8.80 VAT) (to set-up computer/anti virus licence under Transparency Funding)
  - **BALANCE: £14,596.59 (Available Funds less Orders for Payment)**
- #### c. Audit 2016/17.

The accounting statements and annual governance statement were approved and signed by KN and Clerk (also Responsible Finance Office). Thanks were paid to Robert Muggeridge who completed the Annual Internal Audit 2016/17. **ACTION: CLERK to return to Mazars.** Notice of appointment date for the exercise of Public rights agreed as **5<sup>th</sup> June 2017 to 14<sup>th</sup> July 2017.**

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### 19. S106 Contribution Received - Lower Pollicott (15/03575/APP)

Receipt of the sum of £12,924 as a S016 contribution from the development at Lower Pollicott, Ashendon (15/03575/APP) was noted as being received by AVDC on 21 April 2017. This to be spent on appropriate sport/leisure projects in accordance with AVDC's Supplementary Planning Guidance for Sport and Leisure Facilities (within ten years (by 21/04/2027)). Councillors **agreed** the project should include lighting for the MUGA, new play equipment and a boules court. **ACTION: CLERK to complete authorisation form and return to Joe Houston, Senior Parks Officer (jhouston@aylesburyvaledc.gov.uk/01296 585173) for consideration for S106 funding.**

### 20. Planning

There have been no planning application since date of last meeting – 20<sup>th</sup> March 2017

### 21. Items for Information

- Play Around the Parishes: Monday 24<sup>th</sup> July 2pm to 4pm
- LAF – Wednesday 5<sup>th</sup> July 2017
- VALP – to note new meeting dates and public consultation as late July (tbc)
- Bernwode News. An article under Farming News in the May issue referred to a Parish Council requesting farmers cut hedges two or three times a year. **ACTION: CLERK to inform correspondent that Ashendon has never discussed hedges on agricultural land or the cutting of them and seek clarification over which Parish Council requested this.**

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

**Monday 19<sup>th</sup> June at 8pm in Ashendon Village Hall**