

DRAYTON PARSLOW PARISH COUNCIL

<http://draytonparslowparishcouncil.org.uk>

Parish Clerk: Susan Watson

18 June 2020

Minutes of a meeting of Drayton Parslow Parish Council held via WebEx on Monday 15th June 2020 at 7:30 p.m.

Present: Cllr. J. Bruce (Vice -Chairman); Cllr H. Harvey; Cllr. E. Wilson; Cllr S. Spavins; Cllr A. Batley, Cllr S. Colborne-Baber; Deborah O'Brien, (RFO), Susan Watson, (Parish Clerk), County Councillor Ben Everitt MP, Ms Caroline Cornell, Mr Phil Gomm

Meeting commenced at 7:30 p.m. One member of the public was present.

Ben Everitt introduced his 'Action Team,' (Ms Caroline Cornell and Mr Phil Gomm) to identify and solve local problems. Referring to the new Unitary Council for Buckinghamshire from 1 April 2020, he discussed the effectiveness of combining both County and District councils.

1.0 Apologies

RESOLVED to accept Cllr Perry's apologies.

2.0 Declarations of Interest & Dispensation requests

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Cllrs Harvey and Spavins declared an interest in Item no 11

3.0 Minutes

Members RESOLVED to approve the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on 27 April 2020 DPPC/10/2020.

4.0 Parish Council Business

4.1 Broadband – Gigaclear

No further updates

4.2 Website Accessibility requirements

RESOLVED to approve that the Clerk attends an SLCC webinar on creating accessible Word & PDF documents – Cost £30 + VAT. Members discussed and RESOLVED to accept an inhouse solution to build a new accessible website and to the updating of documents back to 23 September 2018 to meet accessibility requirements. Regular monitoring and updating of costs, planning and progress to take place. Members also noted the offer of assistance by a resident, who has experience in website building.

4.3 Post Office Box

RESOLVED to note that the Clerk's PO Box will be operational from 15th June 2020.

4.4 Delegated Powers Decision Log

- Parish Council Insurance - 3 year Long Term Agreement
- Internet Banking
- Remote Parish Council meetings due to COVID-19

4.5 Fly-tipping signs

Clerk to prepare and display signs at agreed locations in the village. RESOLVED to approve

5.0 Planning:

5.1 New applications

- 20/01767/AGN | Erection of agricultural barn | Millstream Estate Services Ltd Unit 1 Old RAF Buildings Dorcas Farm Lane – RESOLVED to agree no objections
- Structure at 25 New Road – Clerk has reported to the Planning Enforcement team at Buckinghamshire Council

5.2 Decisions made by Aylesbury Vale Planning Dept.

- 20/00463/APP | Extension of concrete farm track and insertion of 40000ltr tank underground | Ridge Farm APPROVED
- 20/00218/APP | Demolition of existing barn and erection of a new steel portal framed barn for storing animal feed and hay/straw. | Broadways Farm – APPROVED

5.3 Other Planning matters

Neighbourhood Plan

Cllr Bruce provided an update of the NP Steering Group minutes and collated responses, reporting a positive response to the NP and recommendations made of proceeding to the next stage. Cllr Batley recommended that the NP should be explained fully before the village referendum takes place. RESOLVED to approve.

6.0 Correspondence circulated between meetings:

- Milton Keynes Strategy 2050
- Honouring outstanding persons for Coronavirus strategy
- Updates from Martin Tett, Leader of Bucks Unitary
- BMKALC updates
- BMKALC survey on loss of income due to Covid-19
- Letter from Buckingham TC to Cllr W. Whyte
- NBPPC - MK Futures 2050 engagement on draft Milton Keynes Strategy for 2050
- NBPPC - Buckinghamshire Council response to the MK Strategy 2050

7.0 Recreation Field/Play Area

7.1 Closure of Play Area and Outdoor Gym

Government guidelines are that these should remain closed. RESOLVED to note.

7.2 Annual Inspection of Play Area

Members discussed repairs carried out so far and the requirement for continuous monitoring. RESOLVED to agree

7.3 Re-opening of MUGA

Should only be re-opened on request by organised and supervised groups and considered on a case-by-case basis. A Risk Assessment to be carried out by the Clerk. RESOLVED to approve.

7.4 Notice board hedging

Members noted that the hedges around the notice boards have been cut.

7.5 Annual CCTV service

Service is due but will not take place until Greenacre Hall can be re-opened. Invoice is available for payment. RESOLVED to agree.

7.6 Quotes to expand CCTV coverage within lower car park

Clerk to search for further quotes – RESOLVED to approve

7.7 Social Distancing Signs on bus-stops in village

Laminated signs to be placed on bus-stops. RESOLVED to approve

8.0 Buckinghamshire Council

See correspondence log

9.0 Highways, Footpaths & Footways, Streetlighting, Devolved Services

9.1 Kerbing to prevent erosion opposite allotments

Previous Traffic Feasibility Studies to be reviewed by the Clerk and to liaise with Transport for Bucks. RESOLVED to approve

9.2 Streetlighting

Members RESOLVED to note that following the installation of a new LED light fixture, Npower credited the monthly charges approx. £5/month but applied this erroneously and the account is due a credit of £286.46. RFO advised that the credit will be applied by 30th June.

9.3 Devolved Services

The village has been sprayed for weeds in accordance with the contract. RESOLVED to note.

10.0 Finance

10.1 Account Balances:

RESOLVED to note that the balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 6,066.18 (as at 31 st May 2020)
BIA Account	£ 73,595.31 (as at 31 st May 2020)
Poor Land Treasurers Account	£ 790.39 (as at 31 st May 2020)
Poor Land Call Account	£ 8,113.74 (as at 31 st May 2020)

10.2 Payments:

RESOLVED to agree:

Treasurer's Account Paid between meetings:

- Npower - £745.10 (£620.92 + £124.18 VAT) – MPAN1 unmetered street lighting Jan-Mar 2020 – D/Debit 07/05/20 *see agenda item 9.3
- Npower - £55.99 (£46.66 + £9.33 VAT) – MPAN2 unmetered street lighting Jan-Mar 2020 – D/Debit 07/05/20 *see agenda item 9.3
- BALC - £129.11 – dues for BMKALC/NALC 2020/21 – cheque 0890
- Came & Co. £1,170.05 Insurance premium 2020/21 – cheque 0891 *see agenda item 10.7
- Alan Burden - £128.00 Play area & Rec mowing April – cheque 0892
- Stewkley Enterprise Agency - £271.60 – April devolved mowing + fuel – cheque 0893
- S. Watson - £389.74 (May salary; May WHA £18.00; MS365renewal £66.66 + £13.33 VAT) – cheque 0894
- Playsafety - £189.60 (£158.00 + £31.60 VAT) Annual inspection, play area, MUGA & outdoor gym - cheque 0895
- D. O'Brien - £314.73 (May salary (addl. audit & website) 10 hrs; stationery; ink; PO Box shortfall; Defib electrodes; £15.99 VAT) – cheque 0896
- M. R. Rose - £45.00 – internal audit 2019/20 – cheque 0897
- NBPPC - £20.00 – 2020/21 subs – cheque 0898

To be paid at meeting:

- S. Watson - £367.52 (June salary; June WHA £18.00; £53.81 ink £3.96 VAT) – cheque 0899
- D. O'Brien - £157.32 (June salary; website development; accessibility documents) cheque 0900
- Alan Burden - £88.00 Play area & Rec mowing May – cheque 0901
- Milton Keynes Security - £138.00 (£115.00 + £23.00 VAT) Annual service – cheque 0902
- Stewkley Enterprise Agency - £431.60 – May devolved mowing & weed spraying – cheque 0903
- Willowbridge Marina - £20.00 – (£19.05 + £0.95 VAT) tractor fuel – cheque 0904

10.3 Income

- Interest: DPPC BIA a/c £2.37 (Apr) £2.71 (May); Poor Land Call a/c £0.34(Apr) £0.36 (May)
- Bucks Council: £1,448.73 Devolved services allowance 2020/21
- HMRC: £1,792.92 Balance of VAT refund 2019/20
- Bucks Council: £17,875.00 1st Half year Precept payment

Allotment rent: £7.12 (2 x partial year)

Poor Land Annual Rent: £1,330.00 (via BACS)

10.4 Bank Mandate

The RFO now has online banking access (non-signatory) and is investigating the process of arranging for Councillors to authorise payments online. RESOLVED to note

10.5 Income & Expenditure Reports

Members RESOLVED to approve the Income & Expenditure reports up to 31st May 2020.

Members also RESOLVED to approve the Bank reconciliations.

10.6 VAT Refund

The VAT refund for 2019/20 has been received in the amount of £1,792.92 (An earlier partial year claim was made and received in the amount of £17,570.39). RESOLVED to note

10.7 Insurance Renewal 2020/21

Following a review of the asset register and coverage required, a new 3 year long-term agreement has been agreed under delegated powers. The annual premium has increased due to the inclusion of the outdoor gym equipment (no additional charge levied last year) and because of an unsuccessful claim made against the Parish Council (costs were awarded to the Council but this still necessitated an increased premium). RESOLVED to note

10.8 Internal Audit

Members noted that the Internal Auditor completed the internal audit service for Drayton Parslow Parish Council on the Annual Accounts 2019/20, all in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide". The signed report is on page 3 of the Annual Governance & Accountability Return (AGAR) which members reviewed and RESOLVED to approve.

10.9 Annual Governance & Accountability Return (AGAR)

10.9.1 Annual Governance Statement 2019/20 – page 4 of the AGAR.

Members reviewed, completed and RESOLVED to approve page 4 of the AGAR. The Vice Chairman signed at the virtual meeting & the Clerk signed retrospectively.

10.9.2 Accounting 2019/20 – page 5 of the AGAR.

Members reviewed and RESOLVED to approve page 5 prepared by the RFO. The basis for these accounts are the financial reports submitted at the 27th April 2020 meeting, approval minute 125.4. Vice-Chairman signed and dated.

10.9.3 Explanation of Variances and Bank Reconciliation

Members reviewed and RESOLVED to approve the Explanation of Variances and Bank Reconciliation which are also to be submitted to PKF Littlejohn.

10.9.4 Period of Exercise of Public Rights

Members confirmed the dates of the period for the exercise of public rights as commencing 22 June 2020 and ending on 31 July 2020. Announcement to be made 19 June 2020 and to be published on 22 June 2020. RESOLVED to approve

11.0 Allotments (Cllrs Spavins and Harvey did not vote in these discussions)

11.1 Current tenancy levels

Clerk advised that there are 2 vacant plots and one termination of tenancy by the allotment holder. RESOLVED to note

11.2 Plot maintenance & allocation requests

Some maintenance of plots is required and one tenant has received an informal warning to maintain his plot. RESOLVED to note

11.3 Hose pipe usage

Hose pipes are being used. Clerk to enquire as to whether a hose pipe license is required and Councillors to monitor and respond accordingly.

11.4 Membership of the National Allotment Society (NSALG)

RESOLVED to approve a fee of £55+ VAT for Local Authority membership. Clerk to complete and send off membership form.

11.5 Community allotment and enhancement of allotments

Community allotment is an idea to be considered for the future, however all allotments are now either tenanted or in the process of being so. RESOLVED to note

12.0 Dates of next meetings:

To be conducted as necessary for urgent business.

13.0 Exclusion of Public & Press

In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore RESOLVED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

To discuss staffing matters. RESOLVED to defer

Meeting ended at 9.40pm

Signed.....Date.....

David Perry, (Chairman)

DRAFT