

Minutes of a meeting of Drayton Parslow Parish Council held via WebEx

on Monday 26th October 2020 at 7:30 p.m.

<http://draytonparslowparishcouncil.org.uk>
Parish Clerk: Susan Watson

28th October 2020

Present: Cllr D Perry, (Chairman), Cllr H Harvey; Cllr E Wilson; Cllr S Spavins; Cllr A Batley, Cllr S Colborne-Baber; S Watson, (Parish Clerk)

Meeting commenced at 7:30 p.m.

14.0 Apologies

RESOLVED to accept Cllr Bruces' apologies.

15.0 Declarations of Interest & Dispensation requests

To receive declarations under consideration 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 10 and Cllr Bruce declared an interest in item number 5.1

16.0 Minutes

Members RESOLVED to approve the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on 15 June 2020 DPPC/01/2020.

17.0 Parish Council Business

17.1 Broadband – Gigaclear

No further updates

17.2 Website Accessibility requirements

Members RESOLVED to agree the DPPC Website is compliant and Cllrs thanked the previous Clerk and RFO for her efforts in building the website

17.3 Damage to lamppost outside Sports & Social Club

Members RESOLVED to request a 2nd quote for 'plumb & concrete' work to be carried out to straighten the lamppost and to make it safe. The villager who provided the service for the pole in the churchyard was recommended. DPPC to pursue the driver of the van, which hit the lamppost, for costs incurred. Clerk to source a 2nd quote

17.4 20 is Plenty Campaign

Members RESOLVED to advertise via DPPC media outlets for a volunteer to represent DPPC. Clerk to action

17.5 CCTV

Members RESOLVED to source quotes for individual items of equipment in order to accommodate further CCTV coverage of the Rec car park. Cllr Perry to action

17.6 NHS Test and Trace checking in system for public venues

The Greenacre hall has created its own QR code. Councillors who are on the Sports and Social Club committee agreed to generate their own code.

17.7 Remembrance Sunday

Members RESOLVED to agree that there is no requirement for DPPC to complete a COVID Risk Assessment as the event will be organised by a third party

17.8 Village Logo

Members RESOLVED to organise a competition to create a logo for a suitable prize, involving the children from the local Primary School. Cllr Colbert-Baber to contact the Headteacher of the Primary School

17.9 Cllr Harvey to talk to the VPA about what the plans are for the wildflower areas as they have been untidy this year

17.10 Appointment of the new temporary Responsible Financial Officer

Members RESOLVED to welcome Huw Perry as the new RFO for DPPC.

18.0 Planning

18.1 New applications & decisions since last meeting

20/03548/APP - 16 New Road - Two storey side extension with ancillary accommodation.

Members RESOLVED to object on the grounds that there are no substantive changes to the previous application 19/02063/APP and therefore we repeat our objection that it would result in over-development of the site and provide insufficient parking for the house and flat combined

18.2 Other Planning Matters & Updates

20/00319/ACL – Backfield Farm – Application for a Lawful Development Certificate for an existing development of use of Installation and occupation of a caravan as a dwelling house.

Members RESOLVED to note that the application is still with the Planning Officers and any enforcement action is on hold until the application is decided upon.

18.3 Neighbourhood Plan

Members RESOLVED to note that AVDC are reviewing the plan prior to sending to an inspector for his feedback

19.0 Recreation Field/Play Area

19.1 Parking and lighting at Recreation Ground

Following a resident's suggestion of making use of the grassed area for parking and for lighting to be installed at the area by the gates, members RESOLVED to install a new LED lamp to the existing light pole with the possible addition of a reflector behind the light which would provide more light to cover the area. Members RESOLVED to reject the use of the existing grassed area for parking. Clerk to source a new lamp and enquire about a reflector

19.2 Annual Inspection of Play Area

Members RESOLVED to approve the purchase of additional repair materials for councillor Harvey. Clerk to collate outstanding actions and source quotes for work that cannot be completed by Councillors

19.3 Bollards at gate

Members RESOLVED to purchase new padlocks to secure the bollards. Cllr Perry to action

20.0 Buckinghamshire Council

No updates

21.0 Highways, Footpaths & Footways, Streetlighting, Devolved Services

Chairman and Clerk have booked a meeting with Bucks to open discussions regarding funding for further traffic calming measures in the village

21.1 Streetlighting

Streetlight at Carrington Hall Road has now been fitted and DPPC billed

21.2 Devolved Services

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

22.0 Finance

22.1 Account Balances:

The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 6,985.01 (as at 30 September 2020)
BIA Account	£ 87,479.33 (as at 30 September 2020)
Poor Land Treasurers Account	£ 2,110.25 (as at 30 September 2020)
Poor Land Call Account	£ 8,114.74 (as at 30 September 2020)

*1st July 2020 £2,000.00 transferred from BIA a/c to Treasurers Account to cover expenditures

*20th Sept. 2020 £2,000.00 transferred from BIA a/c to Treasurers Account to cover expenditures

22.2 Payments

Npower - £241.95 (£201.63 + £40.32 VAT) -Jan-May '20 adjusted to reflect credits due (see overcharge 7/5/20) – D/Debit 30/60/20

BT - £198.48 (£165.40 + £33.08 VAT) – telephone line/broadband 1/6-31/8/20 – D/Debit 1/7/20

Stewkley Enterprise Agency - £132.16 – June devolved mowing + admin charge – cheque 905

Willowbridge Marina - £22.00 (£20.95 + £1.05 VAT) – 1/7/20 tractor fuel – cheque 906

Advance Display Systems - £60.00 (£50 + £10 VAT) – Covid-19 Play area signage – cheque 907

Alan Burden - £148.00 – Rec/MUGA/Play area mowing & noticeboard hedging – cheque 908

SparkX Ltd - £300.00 (£250 + £50 VAT) – Emergency callout to make damaged streetlight safe – cheque 909

NSALG Ltd - £67.00 (£56 + £11 VAT) – Allotment society membership (PC) – cheque 910

Wave/Anglian - £11.71 16/3/20 – 3/5/20 – D/Debit 11/7/20

S. Watson - £429.27 – (£411.45 + £17.82 VAT) July salary & WHA; Webex sub; Mileage – cheque 911

D. O'Brien - £68.40 – July salary – cheque 912

BALC - £76.00 – Website accessibility training Clerk & Cllr Harvey – cheque 0913

Aylesbury Mains - £45.48 (£37.90 + £7.58 VAT) – repairs o/s 8 North Close – cheque 914

Npower - £245.68 (£204.73 + £40.95 VAT) – MPAN1 unmetered street lighting June '20 – D/Debit 17/08/20

Npower - £13.15 (£10.96 + £2.19 VAT) – MPAN2 unmetered street lighting June '20 – D/Debit 17/08/20

Wave/Anglian - £45.45 03/05/20 – 02/08/20 – D/Debit 17/08/20

S. Watson - £314.20 (August Salary, WHA & mileage) – cheque 0915

D. O'Brien - £68.40 August salary – cheque 916

Stewkley Enterprise Agency - £261.60 – July devolved mowing – cheque 917

Willowbridge Marina - £22.00 (£20.95 + £1.05 VAT) – 30/7/20 tractor fuel – cheque 918

Npower - £253.87 (£211.56 + £42.31 VAT) – MPAN1 unmetered street lighting July '20 – D/Debit 14/09/20

Npower - £14.41 (£12.01 + £2.40 VAT) – MPAN2 unmetered street lighting July '20 – D/Debit 14/09/20

ICO - £35.00 – Data Protection renewal fees – D/Debit 25/9/30

S. Watson - £349.25 (£331.95 net salary; £18 WHA) – cheque 919

HMRC - £10.00 Sept PAYE Watson – cheque 920

D. O'Brien - £217.91 (£85.79 salary; £19.98 Ink; £103.34 Wordpress/GoDaddy domain renewal; £8.80 VAT) – cheque 921

Stewkley Enterprise Agency - £261.60 – August devolved mowing – cheque 922

Alan Burden - £256.00 – July/August Rec/MUGA/Play area mowing – cheque 923

Aylesbury Mains - £50.88 (£42.40 + £8.48 VAT) repairs o/s 38 Main Rd – cheque 924

Hon RFJ Carington - £18.00 (£15 + £3 VAT) allotment rent 29/9/20-24/3/21 – cheque 925

Hon RFJ Carington - £1,176.20 (£980.17 + £196.03 VAT) Upper Rec rent 29/9/20-24/3/21 – cheque 926

Hon RFJ Carington - £122.98 (£102.48 + £20.50 VAT) playground rent 29/9/20-28/09/21 - cheque 927

PKF Littlejohn - £480.00 (£400.00 + £80 VAT) – Annual external audit – cheque 928

BT - £198.48 (£165.40 + £33.08 VAT) – telephone line/broadband 1/9-30/11/20 – D/Debit 1/10/20

Npower - £253.87 (£211.56 + £42.31 VAT) – MPAN1 unmetered street lighting August '20 – D/Debit 16/10/20

Npower - £14.41 (£12.01 + £2.40 VAT) – MPAN2 unmetered street lighting August '20 – D/Debit 16/10/20

S. Watson - £336.36 – October net salary; WHA £18.00; Mileage £18.36 – cheque 929

D. O'Brien - £114.63 – October final net salary/holiday pay – cheque 930

HMRC - £6.40 PAYE October – cheque 931

Royal British Legion - £18.00 = Poppy wreath S137 expenditure – cheque 932

Willowbridge Marina - £44.00 (£41.90 + £2.10 VAT) – 21/8 & 16/9/20 tractor fuel – cheque 933

Stewkley Enterprise Agency - £xxx.xx – September devolved mowing – cheque 934

22.3 Income

Interest: DPPC BIA a/c £9.02 (June-Sep); Poor Land Call a/c £1.00 (June-Sep)

Allotment rent: £180.40

BMKALC: £2,430.00 reimbursement to Parish Council for legal costs

Buckinghamshire Unitary: £17,875.00 2nd ½ year Precept payment (BIA account)

22.4 Income & Expenditure Reports

Members have reviewed and confirmed the reports dated 30 June 2020, 31 July 2020, 31 Aug 2020, 30 Sept 2020 (sent via e-mail)

22.5 External Audit

Members acknowledged that the Annual Governance & Accountability Return (AGAR) has been submitted to PKF Littlejohn and they acknowledged receipt on 22/6/20.

Update 11/9/2020: Members are advised that PKF Littlejohn has concluded the audit with no issues reported. A Notice of Conclusion of Audit together with the External Auditor's report has been displayed on the website accordingly.

22.6 Insurance claim against BMKALC

Members are advised that following legal costs incurred in 2018/19 due to incorrect advice supplied by BMKALC, reimbursement of said costs has been received in the amount of £2,430.00.

22.7 Annual Pay Scale review SLCC/NJC

Members are advised that new pay scales were issued by NJC/NALC backdated to 1 April 2020 and back payments made to Clerk & RFO as mandated. New SCP rates applied from September onwards.

22.8 2021/2022 1st Draft Budget

Members are asked to review and consider the first draft and make recommendations or changes. (sent via e-mail 24 September 2020). RESOLVED to approve

22.9 Bank Accounts

Members are asked to consider opening an account at a different Bank to hold ring-fenced reserve funds to ensure that the Parish Council is protected by the Financial Services Compensation Scheme. Members RESOLVED to discuss further once RFO has researched accounts

23.0 Allotments

23.1 Current tenancy levels

Members RESOLVED to note that there are no vacant plots

24.0 Dates of next meetings:

To be conducted as necessary for urgent business.

Meeting ended at 8.44pm

Signed.....Date.....
David Perry, (Chairman)

DRAFT