

DRAYTON PARSLOW PARISH COUNCIL

<http://draytonparslowparishcouncil.org.uk>

Parish Clerk: Susan Watson

10 June 2020

Dear Councillors and Residents of Drayton Parslow,

I hereby give you notice that a virtual meeting of Drayton Parslow Parish Council will be held via WebEx on Monday 15 June 2020 at 7:30 p.m. This is in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder.

The public are also invited to the WebEx meeting and before the Parish Council Meeting there will be a period of public questions. Any member of the public wishing to attend should contact the Clerk for log-on details draytonparslowclerk@gmail.com

Parish Clerk: Susan Watson

Agenda

1.0 Apologies

Members are asked to receive 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

3.0 Minutes

Members are asked to receive 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

Cllr Harvey to update

4.2 Website Accessibility requirements

Cllr Perry to update. Members are asked to agree that the Clerk attends an SLCC webinar on creating accessible Word & PDF documents – Cost £30 + VAT. Members are further asked to agree way forward regarding new accessible website and possible costs involved.

4.3 Post Office Box

Members are advised that the PO Box will be operational from 15th June 2020.

4.4 Delegated Powers Decision Log

Clerk to update

4.5 Fly-tipping signs

Clerk to update

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
- Clerk to update regarding a garden structure at 25 New Road for which there is no known application.

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

5.3 Other Planning matters

Neighbourhood Plan

CLRs to update regarding representations to the draft plan and discuss feedback to be put forward

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

7.0 Recreation Field/Play Area

7.1 Closure of Play Area and Outdoor Gym

Government guidelines are that these should remain closed.

7.2 Annual Inspection of Play Area

Members are asked to review RoSPA inspection report and decide upon any actions needed.

7.3 Re-opening of MUGA

Members are asked to consider guidelines and procedures adhering to Government guidelines on social distancing. A Risk Assessment will need to be conducted and agreed.

7.4 Notice board hedging

Members are advised that the hedges around the notice boards have been cut.

7.5 Annual CCTV service

Members are advised that this is due but will not take place until Greenacre Hall can be re-opened. Invoice is available for payment.

7.6 Quotes to expand CCTV coverage within lower car park

Cllr Perry/Clerk to update.

7.7 Social Distancing Signs on bus-stops in village

Clerk to update

8.0 Buckinghamshire Council

See correspondence log

9.0 Highways, Footpaths & Footways, Streetlighting, Devolved Services

9.1 Kerbing to prevent erosion opposite allotments

The bank/verge is wearing away and members are asked to consider options.

9.2 Streetlighting

Members are advised 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 will follow-up.

9.3 Devolved Services

Members are advised that the village has been sprayed for weeds in accordance with the contract.

10.0 Finance

10.1 Account Balances:

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 31st May 2020)
Poor Land Call Account £ 8,113.74 (as at 31st May 2020)

10.2 Payments

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)

10.4 Bank Mandate

Members are advised that the RFO now has online banking access (non-signatory) and is investigating the process of arranging for Councillors to authorise payments online.

10.5 Income & Expenditure Reports

Members are asked to review the Income & Expenditure reports up to 31st May 2020.

Members are also asked to review the Bank reconciliations.

10.6 VAT Refund

To note that 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)

10.7 Insurance Renewal 2020/21

Members are advised that 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).

10.8 Internal Audit

Members are advised 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 are asked to review.

10.9 Annual Governance & Accountability Return (AGAR)

[Annual Governance Statement 2019/20 – page 4 of the AGAR.](#)

Members are asked to review and complete page 4. Chairman and Clerk to sign and date.

[Accounting Statements 2019/20 – page 5 of the AGAR.](#)

Members are asked to review 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.

Chairman to sign and date.

[Explanation of Variances and Bank Reconciliation](#)

Members are asked to review the Explanation of Variances and Bank Reconciliation which are also to be submitted to PKF Littlejohn.

[Period of Exercise of Public Rights](#)

Members are further asked to confirm 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 18 June 2020.

11.0 Allotments

11.1 Current tenancy levels

Clerk to update regarding allocation of plots, waiting list and termination of tenancies

11.2 Plot maintenance & allocation requests

Clerk to update

11.3 Hose pipe usage

Members are advised that hose pipes are being used – for discussion and decision

11.4 Membership of the National Allotment Society (NSALG)

Clerk to update

11.5 Community allotment and enhancement of allotments

Clerk to update

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 RECOMMENDED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

- To discuss staffing matters

Trustees of the Poor Allotment or Common Charity Agenda

(Cllrs. Perry, Colborne-Baber, Harvey & Wilson)

The Charity rents out land for income and annually will apply such rents for the relief of financial hardship, either generally or individually, of people in the Drayton Parslow Parish by making grants of money for providing or paying for items, services or facilities.

P1.0 Apologies

Members are asked to receive apologies

P2.0 Minutes

Members are asked to receive and confirm the minutes of meetings held on 25th November 2019 and 27th January 2020

P3.0 Bank balances

Members are advised of the bank balances as of 31st May 2020: £790.39 (current) (£8,113.74 (call)

P4.0 Payments to be made

Buckingham & River Ouzel IDB – annual drainage rates - £10.14 cheque 143

P5.0 Income

Interest: £1.71 (Jan-May); Annual rent: £1,330.00 (BACS)

P6.0 Annual Charities Commission Filing

Members are advised that as of 31 March 2020, the bank balances were: £790.39 (current) and £8,113.04 (call). Income for the year was £1,334.03 and payments were £1,180.14. Subject to your agreement, the Clerk will file these figures with the Charities Commission.

P7.0 Renewal of lease with tenant

Members are reminded that the renewal of the lease with tenant still needs to be actioned. It was previously agreed not to increase the rent. Chandler Ray Solicitors have been consulted. A full year's notice of lease renewal is required. Notice to be given prior to end of current tenancy year (March 2021).

P8.0 Future meetings

To be determined as needed.