

Drayton Parslow Parish Council

PO Box 6444
Leighton Buzzard
LU7 6FX

Tel: 07516 344248

Email: draytonparslowclerk@gmail.com

Website: www.draytonparslowparishcouncil.org.uk

Dated: 29th July 2024

MINUTES OF THE PARISH COUNCIL MEETING – 29th JULY 2024

Name	Position	Present	Absent	Tally
James Bruce	Chairman	✓		3/3
Dave Wheeler	Vice Chairman	✓		3/3
Steven Colborne-Baber	Councillor	✓		3/3
David Perry	Councillor	✓		3/3
Richard Wemyss	Councillor	✓		3/3
Carol Wemyss	Councillor	✓		2/2
Vacancy	Councillor			N/A
Jilly Jordan	Unitary Councillor	✓		N/A
Chloe Collins	Clerk	✓		N/A
Huw Perry	RFO	✓		N/A
Members of Public		3		
Representative of Cricket Club		0		

Papers circulated in advance of meeting

- July 2024 Agenda
- Draft June 2024 Minutes
- July 2024 Meeting Bundle

Meeting Opened: 19:30

Closed: 21:16

The Chairman opened the meeting.

103/24 Apologies for Absence

RESOLVED

To note apologies received none

104/24 Declarations of Interest

RESOLVED

Signed:.....

Date:

To note declaration of Interest received from Cllr Richard Wemyss and Cllr Carol Wemyss declaring interests in the Allotments, Greenacre Hall and Cllr Richard Wemyss the Church.

105/24 Dispensations for Disclosable Pecuniary Interests

RESOLVED

To note none received

106/24 Public Participation

RESOLVED

To adjourn the formal business of the meeting for 15 minutes to allow members of the public to make representation on the business items on the agenda and to register public comments received via email.

In attendance was a representative from Laxton Properties and members of Denne Family who said that two members of their family want out of the business and there is a need relocate. So to achieve this a decision to sell their land has been reached. They have a long history in the village and want to leave a positive legacy through any development of the site.

The Council indicated a willingness to be open to further discussions about the plans for development of the land and thanked Laxtons and Denne Representatives for attending.

107/24 Reports from Unitary Councillors

RESOLVED

To receive reports from Buckinghamshire Council

108/24 Minutes

RESOLVED

To receive and approve the draft minutes of the full parish council meeting held on 24th June 2024 as a true and accurate record to be signed by the Chair. A copy of the draft minutes is available on the website: <https://draytonparslowparishcouncil.org.uk/meetings/>

109/24 Planning and Licensing Matters

RESOLVED

109.1 To note that no of planning applications were considered for comment since the last meeting and delegated to the Clerk in consultation with Members and due to meeting the statutory consultation deadline.

109.2 To note that no planning applications were received for consideration within the Drayton Parslow parish on the Buckinghamshire Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting).

109.3 To note planning decisions from Buckinghamshire Council [attached].

110/24 Allotments

RESOLVED

110.1 To note that no applications received

Signed:.....

Date:

110.2 To note the new pricing structure for the allotments will be completed over the summer ready for serving on tenants at the end of September,

111/24 Neighbourhood Plan

RESOLVED

To note update on Neighbourhood plan that Cllr Jilly Jordan has received a response as follows:

I think there has been a mix up in communication somewhere, the examiner issued a fact check report and I asked the Parish Council for any comments on the draft examiners report (any factual errors). When I didn't hear back apart from to receive a referendum version of the NP I assumed that meant that they did not have any factual comments to make on the examiners report and let the examiner know along with some typos I spotted in the report. Now the examiner is in a position to issue the final version examiners report. So maybe DP have jumped ahead in the process thinking that the draft examiners report was the final report. Either way, we could not hold a referendum during the election period or over the school summer holidays so there has been no time lost due to this which is good.

It is noted that Cllr Perry has provided a response to the fact check report and would like to clarify if there will be an extension to the time period due to the delays.

Cllr Jilly Jordan has agreed to follow this up and encourages the Council to continue to try and communicate.

112/24 Finance

112.1 Payments Schedule (RFO)

RESOLVED

To approve the schedule of payments and receipts as tabled or presented at the meeting that require authorisation for payment in accordance with the Financial Regulations (enclosed) and to note the payments authorised in accordance with the delegation to the RFO.

112.2 Risk Assessment

RESOLVED

To receive and approve the updated risk assessment together with some proposed amendments made by Cllr Richard Wemyss

113/24 Recreation Ground/Open Spaces

RESOLVED

113.1 To receive ROSPA report and agree to review against 2023 and for Clerk to obtain quotes for remedial actions.

113.2 To note Warden's playground inspection.

113.3 To approve tree works quotations from Goodfellers Ltd in the sum of £1530 plus VAT Total - £1836.00 and to seek further advice on the Cypress trees at the war memorial.

113.4 To replace the signage in the Car Park and to obtain advice from Insurance regarding parking on private land.

Signed:.....

Date:

114/24 Remembrance Sunday

RESOLVED

To make a resolution in accordance with its powers under s.137 of the LGA 1972 to incur expenditure to purchase a wreath at the cost of £25.00 which, in the opinion of council, is in the interest of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

115/24 Defibrillator/Phone Box

RESOLVED

115.1 To order new parts as required to include additional items of a torch and high viz jacket

115.2 To purchase a second defibrillator to be located at the recreation ground which would include paediatric pads

116.3 To approve the replacement of the current telephone box with K6 and obtain installation quotes.

116/24 Highways

RESOLVED

116.1 To note the MVAS remains to be installed. It is concluded that in the event we cannot progress this the device should be returned.

116.2 To note report following meeting with Atkins regarding additional kerbing. (Cllr R Wemyss & Cllr C Wemyss)

Cllr Carol Wemyss and Cllr R Wemyss met with Chirag Chanda and Adrian Lane from Buckinghamshire Highways Alliance on 23 July to discuss the additional kerbing proposals.

They will respond to the Parish Clerk with quotes for work in each location for the Council to consider. Having spent an hour and half with them it is clear that the issue of vegetation growth beyond the existing kerbing is the most significant issue that needs to be addressed. They agreed that in some places no kerbing was needed. Council need to consider this carefully and understand how this is funded.

On the blocked and cemented drain in the hedge outside 8 Main Road we were advised to re report via the " fixmy street " website and also raise via our local councillor if nothing happens.

On the damaged kerbing at the allotment entrance they agreed it was a safety issue, would need the road to be closed for repair and again needs to be reported via "fixmy street" and chased.

The Quotes will be sent out and once received need to consider grass and hedge cutting.

117/24 Reports from Representatives on Outside Bodies/Working Parties/Warden

RESOLVED

99.1 To note receipt reports from members appointed to act as representatives on external bodies and working parties.

118/24 Clerk Correspondence

RESOLVED

To note items of correspondence or communication brought forward by the Clerk (report enclosed).

119/24 Any items of Discussion for a Future Meeting

Signed:.....

Date:

RESOLVED

To note matters for inclusion on the agenda of the next meeting:

119.1. War Memorial

From research to date it appears that the current site of the war memorial is not registered to anyone. In 1954 the War Memorial was moved from the centre of a road junction to the side as part of a road improvement plan so Highways effectively exchanged the site so expect nothing was formally documented.

The Council agreed to seek Highways to repair the footpath behind the War Memorial. Timing of getting this done should be linked to the relocation of the defibrillator and the possible new phone box.

Chirag Chanda and Adrian Lane from Buckinghamshire Highways Alliance, who visited for the kerbing, recommended that from a safely point of view the path behind the war memorial needs to be resurfaced but would recommend that the whole area of around the War Memorial should be resurfaced. High level estimate of £10k to £15k and recommend that we apply for community funding.

119.2. Recreation Ground Lease

Quote HCRLAW circulated in connection with the Recreation Ground lease. Previous used Solicitor has retired since Councils last instruction.

In summary the next steps to bring back to Council at the next meeting are:

- To start to negotiate with the "Carington Estate" as soon as possible.
- Appoint an agent to advise on the negotiations and the value of any freehold purchase.
- The Parish Council should consider including the Drayton Parslow Common Land as part of these negotiations.

120/24 Date of Next Parish Council Meeting

RESOLVED

To note the date, time and venue of the next council meeting scheduled for 30th September 2024 at the Carrington Room, Greenacre Hall, Drayton Parslow.

Signed:.....

Date:



Cllr Jilly Jordan

Drayton Parslow Parish Council Meeting Monday 29th July 2024

For Bucks Sake! Don't litter in Buckinghamshire

Buckinghamshire Council is sending a hard-hitting message to anyone tempted to litter in the county – **For Bucks Sake** – don't do it!

Anyone caught deliberately littering in Buckinghamshire will face a Fixed Penalty Notice (FPN) for £500 under a hard-hitting new policy adopted today following a decision by Buckinghamshire Council's Cabinet, which is due to take effect from next week.

Sweet wrappers, fast food containers, cigarette butts and vape canisters are all familiar sights on our verges, open spaces and roadsides because people have chosen to dump them rather than dispose of them responsibly.

In a bid to clamp down on these litter louts, Buckinghamshire Council has today agreed a raft of strong new measures to tackle the issue head on. The council is an early adopter of new powers allowing an increase in the penalty amount for littering – from £150 to £500. The council has chosen to adopt this maximum rate without the option of an early payment discount to act as a strong deterrent to stop people littering in the first place.

Under its hard-hitting campaign, the council will also be appealing to motorists and road users to send in dash-cam and phone footage of littering they may have captured on camera – where of course, it is safe to do so.

For too long, littering has been seen as a low impact misdemeanour, when in fact, it is a huge blight on our community. Buckinghamshire is not unique in having problems with litter, but we are one of the first councils choosing to tackle the issue head on with this hard hitting, zero tolerance approach.

Dealing with discarded litter is an ongoing problem for councils up and down the country. Annually it costs Buckinghamshire tax-payers an estimated £3.5m to clean and dispose of littered waste. It's a huge £25,000 every time the council clears litter from the A404 Marlow by-pass; this is because we have to cover the costs of traffic management to make sure it's safe for our workers to clean up this busy and dangerous stretch of road.

We want to send a message out loud and clear, we will not tolerate littering in Buckinghamshire. If you are caught, you will face a hefty penalty so take your rubbish home or dispose of it properly in a bin.

Martin Tett, Leader of Buckinghamshire Council said: “Alongside our zero-tolerance stance on fly-tipping, preventing littering is a priority for us as a council. It is something that we know really upsets our residents and we want to work with them to catch the culprits and send a strong message out which we hope will deter others.”

Under the new approach, the council will use civil enforcement powers to penalise the registered keeper of a vehicle linked to a littering offence rather than needing to identify the exact individual who dropped the litter. This makes it easier to secure a positive result as you don't need to be the one who dropped the litter to have to pay the consequences

- Buckinghamshire Council's Cabinet approved this policy at a meeting on Tuesday 16 July – [full details can be viewed here](#)
- People can report littering offences via the council's website: [Report littering from vehicles | Buckinghamshire Council](#).

Buckinghamshire Adult Learning receives top marks from Ofsted

Buckinghamshire's Adult Learning service has once again received a rating of 'Good' in a recent Ofsted inspection. All aspects of the service were rated Good, but this time the courses on offer for adults were ranked Outstanding by inspectors.

Buckinghamshire Adult Learning runs over 1,500 part-time courses and workshops, both online and in person from 140 locations across the county. With courses ranging from academic and skills-based subjects to those offering opportunities to try new hobbies and interests, there is something for all.

The Ofsted inspection looked at all aspects of the service, from the quality of education provided whilst offering wider personal development for individuals and leadership and management. Inspectors made particular note of the success of efforts focusing on upskilling Buckinghamshire's residents in some of the more deprived areas of the county and also praised the emphasis on helping learners to overcome barriers to learning, including those for whom English is not their first language. The report noted: "Many learners express how they came to the United Kingdom with little understanding of English, but they can now access community services without the need for an interpreter. Several have secured employment."

The service was also praised for the way teachers work with learners to understand their needs and develop individualised support plans to meet them, together with the support provided for those with additional needs.

The report highlighted a couple of areas where minor improvements could be made to further enhance the service, including helping a small number of young learners to access opportunities to develop their wider interests and talents and also providing more rapid support to a few apprentices to stay or get back on track. Work is already underway to address this area, with the recent introduction of tailored intervention plans.

Buckinghamshire's Adult Learning Service offers the opportunity for adults to fulfil their ambitions, further their interests and achieve their potential through learning and training.

We are pleased that the efforts of all those who work within the service have been recognised as part of this inspection. All our tutors are dedicated and passionate about their subjects and every class allows learners to develop their skills, knowledge and confidence in a supportive and inclusive environment. We will take on board all comments from the report to ensure we continue to build and improve our offer to adult learners in Buckinghamshire.

Find out more about Buckinghamshire Adult Learning at: <https://adultlearningbc.ac.uk>

Summer fun for everyone!

The summer holidays are here and with six weeks free from lessons, homework and the usual school routines, many families will be busy planning fun things to do.

For those on lower incomes, juggling finances during the summer can be particularly hard, but Buckinghamshire Council is once again providing extra support for those who need it.

Children in Reception up to Year 11 who receive benefits-related free school meals can take part in up to 16 free holiday club sessions over the six-week break. The Holiday Activities and Food (HAF) programme will be running in over 60 locations, offering a wide range of activities including sports, cooking, pickleball, coding and martial arts sessions. Those eligible for the HAF sessions will have received a code via an email from Holiday Activities to book places. Each session includes a healthy meal for the children taking part. For more information on HAF visit the [website](#).

Certain families are also being given a £50 food voucher per eligible child to help with the cost of providing extra food during the holiday period.

We know that school holidays can place additional pressures on family budgets. That is why we have developed a range of support for those who need it. The summer should be a fun and carefree time for all children, and we hope this support will help ensure that everyone is able to make the most of their summer break.

There are lots of free family events taking place over the summer months and beyond. Once again this year, Buckinghamshire Council's hugely popular WhizzFizz is teaming up with partners to offer free fun family events in Aylesbury, Chesham and High Wycombe. This includes Wycombe Celebrates, a new festival of the senses on Sunday 8 September in High Wycombe. [Visit the WhizzFizz website](#) to find out what's on in your local area.

The [Buckinghamshire Family Information Service](#) is a great one stop shop to find details of local things to do with your family this summer. There is also a handy directory which allows you to [search for types of activities and specific locations](#).

Here is a reminder of some of the other free or low-cost things you can do right here in Bucks this summer:

- Explore the local countryside on foot or bike. Find details of walks and trails for all ages and abilities on our website: <https://familyinfo.buckinghamshire.gov.uk/things-to-do/family-friendly-walks>
- Buckinghamshire's Country Parks have miles of scooter and buggy-friendly paths as well as fun play areas and cafes. A variety of family-friendly events are also planned over the summer. For more information visit: <https://countryparks.buckinghamshire.gov.uk>
- Go on an interactive adventure with Love Exploring. Download the free app and join in the fun in parks and open spaces across the county. This summer try out the new themed activities involving Tree Fairies and Butterflies and Moths: [Love Exploring](#)
- Join the 2024 Summer Reading Challenge at your local library. This year's challenge is called Marvellous Makers and encourages children to get creative and enjoy reading during the

summer. Visit your local library for lots of FREE activities this summer: [2024 Summer Reading Challenge](#)

- All of Buckinghamshire's leisure centres will be running activities and fun family sessions throughout the summer. Check the details of your local centre online: <https://www.buckinghamshire.gov.uk/health-wellbeing-and-sports/leisure-centres-and-sports-clubs/leisure-centres>
- The Discover Bucks Museum and Wycombe Museum have a range of fun events and activities taking place during the holidays. Some activities have a small fee and booking is necessary. Visit their websites for more information: <https://www.discoverbucksmuseum.org>; <https://wycombemuseum.org.uk>
- Open Weekend 2024 offers the opportunity to explore Buckinghamshire culture over one long weekend (25-28 July) with free and low cost family-friendly summer activities including: music, theatre, online events, heritage, talks, outdoor activities, and art & craft workshops. <https://buckinghamshireculture.org/projects/open-weekend-whats-on>

Whatever the age or interest of the children or young people in your family, you really are spoilt for choice for things to do in Buckinghamshire this summer. And even better, many options are either free or low cost so everyone can enjoy them. So please go out and enjoy the available activities!

Countywide grass cutting and weed spraying programme is underway

In recent weeks, council crews have been busy working across the county as the annual programme of grass cutting and weed spraying gets underway.

Grass and roadside vegetation has grown even faster than usual for this time of year, following the very wet winter and ongoing spells of heavy rain throughout spring, together with periods of sunshine. To deal with this exceptionally fast growth, the council has brought in additional grass cutting crews.

Three rounds of cuts are scheduled at rural road junctions this year, in order to maintain good visibility for road users, with the first now completed. Two cycles of urban verge cuts are also programmed to take place in areas where this service has not been devolved to parish and town councils. The first urban cutting cycle has begun. Additionally, crews will be attending locations across the county where reports have been made of roadside cuts being needed to maintain road safety. To date more than 150 of these reactive cuts have taken place with crews primed to go out when new issues are reported on Fix my Street.

In addition to grass cutting, work is also in progress to tackle the growth of weeds alongside footways. Two cycles of weed spraying will be carried out across the whole county on all public footways over the coming months, as well as 'siding out' at targeted locations. This is the process of clearing edges of footways where weeds and vegetation have grown through. Crews will use Glyphosate to spray weeds. The chemical is not harmful to people or animals and can be used safely close to water courses. The spray is applied in a fine mist, in very small doses and starts to work within an hour of application. It can only be applied during dry weather.

Our crews will be working hard across coming months to keep on top of grass and weed growth around the county. Our inspectors regularly review all locations, but we would ask residents who spot areas where they feel the growth is making it difficult for road users, to report these to us via Fix My Street so we can investigate further and take quick action where needed.

To report any issue on a road or street within Buckinghamshire visit:
www.buckinghamshire.gov.uk/fix-my-street

Buckinghamshire Council adopts new county-wide Local Heritage List

Buckinghamshire Council has adopted 1,466 new heritage assets onto its county-wide heritage list. The council has developed a Local Heritage List to protect some of the most important sites in the county that contribute to the character and heritage of Buckinghamshire.

There have been more than 3,440 nominations from members of the public for inclusion on the list, which resulted in a team of volunteers working alongside the council's staff helping to assess sites and enrich records. In January 2023, 771 sites were brought forward for adoption in Phase 1. A further 1,466 sites have been added, bringing the total number of locally listed assets to 2,237.

The Local Heritage List identifies locally significant heritage sites and celebrates their contribution to local identity and character. These sites include historic buildings (houses, chapels, agricultural and industrial buildings), archaeological sites (upstanding earthwork remains and buried sites), formal gardens, public open spaces, public works of art, monuments, and street furniture.

This is different to statutory listing and designations (e.g., Grade I, II and II* Listed Buildings, Scheduled Monuments, and Registered Parks and Gardens), which are assessed nationally by Historic England.

Some of the sites going forward for adoption in the Local Heritage List are:

- [Amersham Railway Station and platforms](#)
- [Benjamin North & Sons former furniture factory, Piddington](#)
- [Oakley Airfield bomb storage area](#)
- [Hedsor House, Hedsor](#)
- [Mushroom Tree Shelter, East Claydon](#)
- [Rawlings Dell Borehole](#)
- [Ludwig Guttman statue \(founder of Paralympic Games\)](#)
- [Anul gana miku uchi murugan kovil temple](#)

We are very pleased that we've been able to progress our Local Heritage List and adopt a further 1,466 sites.

This is thanks to the hard work of our Heritage & Archaeology Team and the many volunteers who have worked, who have collated and assessed the hundreds of sites nominated by local communities.

The Local Heritage List will help us protect local heritage assets for future generations to enjoy. For instance, assets on this list will be recognised and considered in any future planning applications."

To view a list of nominated sites, please visit the [Buckinghamshire Local Heritage List website](#)

- Total nominations assessed to date = 2,670. Of this number, 1,466 are 'candidate ready' for adoption. Of the 1,466 ready for adoption, 1,363 are buildings, 1 parks and gardens, 76 landmarks/art, 26 other/archaeological.
- In March 2021, Buckinghamshire Council was one of 22 Local Planning Authorities awarded a grant of £70k from the Department for Levelling Up, Housing and Communities.
- The council has also run a series of online and in-person [talks and events](#) and working parties with volunteers, including Cultural Heritage Students from the Royal Agricultural University and the Young Archaeologist's Club. So far, they have engaged with over 40 groups and organisations, including 17 parish councils and other stakeholders, such as Transport for London, the Canals & Rivers Trust and the Chilterns Conservation Board.

DRAYTON PARSLOW PARISH COUNCIL

PO Box 6444 - Leighton Buzzard - LU7 6FX

T: 07516344248

E: draytonparslowclerk@gmail.com

W: www.draytonparslowparishcouncil.org.uk

Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	29 th July 2024
SUBJECT:	Planning
REPORT AUTHOR:	Chloe Collins

Agenda item No: 7

8.1 To note the list of planning applications considered for comment since the last meeting and delegated to the Clerk in consultation with Members and due to meeting the statutory consultation deadline.

8.2 To consider and comment on planning applications within the Drayton Parslow parish on the Buckinghamshire Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting).

8.3 To receive notification of planning decisions from Buckinghamshire Council [attached].

7.1 - None

7.2

Date Received	Application Reference	Link to Application on DC Portal	Type	Date Closed	Exstension
	24/02110/APP	24/02110/APP Erection of a steel frame building for storage Ridge Farm Main Road Drayton Parslow Buckinghamshire MK17 0LJ (aylesburyvaledc.gov.uk)		21/08/2024	

7.3 -

- [Erection of side apex extension to existing grain store](#)

Stoke Road Farm Bletchley Road Drayton Parslow Buckinghamshire LU7 0DP

Ref. No: 24/01555/AGN | Received: Wed 22 May 2024 | Validated: Wed 22 May 2024 | Status: No Objection

- [Householder application for installation of garden building](#)

10 Church End Drayton Parslow Buckinghamshire MK17 0JJ

Ref. No: 24/01371/APP | Received: Mon 06 May 2024 | Validated: Tue 21 May 2024 | Status: Approved

DRAYTON PARSLow PARISH COUNCIL

PO Box 6444 - Leighton Buzzard - LU7 6FX

T: 07516344248

E: draytonparslowclerk@gmail.com

W: www.draytonparslowparishcouncil.org.uk

Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	29 th July 2024
SUBJECT:	Allotments
REPORT AUTHOR:	Chloe Collins

Agenda item No: 8. Allotments
8.1 To consider Allotment requests

8.1 To consider Allotment requests

None received

DRAYTON PARSLow PARISH COUNCIL

PO Box 6444 - Leighton Buzzard - LU7 6FX

T: 07516344248

E: draytonparslowclerk@gmail.com

W: www.draytonparslowparishcouncil.org.uk

Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	29 th July 2024
SUBJECT:	Defibrillator / Telephone Box
REPORT AUTHOR:	Chloe Collins

Agenda item No: Defibrillator /Telephone Box

13. To receive report and discuss relocation and upgrade of Red phone box

13. To receive report and discuss relocation and upgrade of Red phone box

The Defibrillator has recently been checked and a number of issues have been identified there is a power issue an electrician has been instructed to attend however as we are considering relocating the device we wondered if the repair should be postponed?

In addition the device has recently been used and a number of items are not within the cabinet which may be useful and Council are invited to consider the list and determine if they would like to include these items.

The Council have decided that it would like to consider relocating the device please see email enquiries made relating to this.

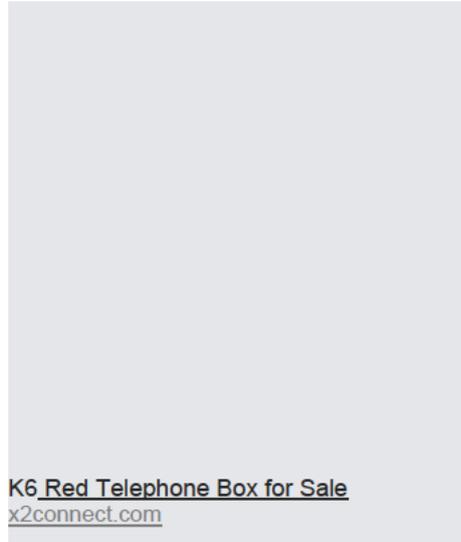
Changing the kiosk to a K2 is something you would need to investigate with kiosk providers and the associated costs of doing so, our providers are X2Connect but there are others available on the Internet. We would not have any input into changing a kiosk style or be responsible or contribute to any costs. To change a kiosk to another style would need planning permission from Aylesbury Vale Council and involve a power disconnection and for a defibrillator a reconnection. We would arrange and pay for a disconnection, however we would not pay for a reconnection or retain ongoing costs for the power supply.

Then the Council would like to change the telephone box to a K6 details of this are located below via the link. The cost to do this would start from £3500

<http://www.britishbits.co.uk/products/>

<https://www.unicornrestorations.com/kiosks>

FYI - official refurbisher of phone boxes. the K6 is the smaller one which would have been in the village (K2 is bigger)



K6 Red Telephone Box for Sale
x2connect.com

DRAYTON PARSLow PARISH COUNCIL

PO Box 6444 - Leighton Buzzard - LU7 6FX

T: 07516344248

E: draytonparslowclerk@gmail.com

W: www.draytonparslowparishcouncil.org.uk

Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	29 th July 2024
SUBJECT:	Risk Assessment
REPORT AUTHOR:	Chloe Collins

Agenda item No: Risk Assessment

10.2 To receive updated Risk Assessment and approve amendments

10.2 To receive updated Risk Assessment and approve amendments

Further to advice from the internal auditor our Risk Assessment was reviewed and an advisory remark made :

“Maybe next time the RA is reviewed in regard to clerk absence add that the council own the PC email account and have full access to it (as confirmed by Huw).”

To reflect this the Risk Assessment has been amended Council are asked to approve the document.

DRAYTON PARSLOW PARISH COUNCIL

**RISK MANAGEMENT
2024**

L = Low M = Medium H = High

Area	Risk	Level	Control
Assets	Protection of Physical Assets	L	Play equipment, tractor and grounds maintenance equipment insured. Check value every three years
	Maintenance of equipment	L	Annual ROSPA inspection - all necessary repairs or replacements carried out. Other repairs as necessary. Mowers and ground maintenance equipment serviced annually with repairs as needed.
Finance	Banking	L	Check interest rates and banking arrangements on an annual basis or more frequently as needed. No electronic Banking. All cheques require two signatories.
	Risk of loss of income	L	Insurance cover
	Loss of cash through theft or dishonesty	L	No petty cash. Very small amount of cheques handled Income and expenditure monitored by Council at each Council meeting. Fidelity Insurance in place
	Financial Controls and records	L	Bank account reconciliation carried out each month and reported to each Council meeting. Internal and External audits

	Comply with Customs and Excise Regulations	L	Parish Clerk to reclaim VAT annually. Internal and External Audit provide double check
	Sound budgeting to underlie precept	L	Parish Clerk to monitor budget and report to members at each meeting
	Comply with borrowing restrictions	L	No borrowing at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces regularly checked Risk assessments carried out as needed.
	Legal liability as a consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including employee's organisations
	Comply with Inland Revenue Requirements	L	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal and External Auditors carry out annual checks
Legal Liability	Ensuring activities are within legal powers	L	Parish Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	M	Parish Council meets once every month with additional meetings as necessary Minutes and all documents required by Transparency Code made available to the press and public on the village notice boards and/or Parish Council website
	Proper Document Control	M	Leases and legal documents to be kept safely at the Clerk's address. Archived documents held by the County Archivist. Important documents held on memory stick, external hard drive and Cloud Storage. Other data stored to comply with the Data Protection Act 2018 and under the retention of documents requirements.
	GDPR compliance	L	Data Protection Audit conducted. Insurance in place

Councillor Propriety	Code of Conduct	M	All Councillors to act within the rules under the Code of Conduct which each member has signed up to
	Register of Interest and Gifts and hospitality in place	M	Register of Interests completed Gifts and Hospitality Register is available to Members
COSHH	Use of chemicals under the COSHH regulations	M	COSHH Register adhered to if chemicals etc used Risk Assessment carried out before use
Display Screen Equipment Assessment	The Parish Clerk should ensure that her working environment fulfils the requirements of the Display Screen Equipment Regulations	M	Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user Risk Assessment to be carried out
Risk Assessments	Dangers unspotted when work being carried out	H	Risk Assessment to be carried out for all work that is deemed necessary. Devolved Services team undergo additional training through Stewkley Enterprise Agency
Personal Protective Equipment (PPE)	Personal danger	H	PPE should only be considered as a last resort where all other introduced precautions cannot adequately control the hazard
Personnel	Unable to function without Parish Clerk/Responsible Financial Officer (RFO) from a knowledge and document point of view.	H	All online documents stored on http://draytonparslowparishcouncil.org.uk Password and access provided to Chair and Vice Chair. (also see Proper Document Control section.) Document detailing standard activities supplied to Chairman/Vice Chairman together with all access IDs and passwords. Job description and required skills in place and included in Clerk's contract of employment. (Copy held by Chairman)
	Council Email Account Access	H	In regard to staff absence the council own both the RFO and Clerk email accounts and have full access to it.

Reviewed and approved at
24th June 2024 Meeting

Approved at 24th June 2024 meeting

Signed

Chairman 24/06/2024

DRAYTON PARSLOW PARISH COUNCIL BANK RECONCILIATION													
	31/03/2024	30/04/2024	31/05/2024	30/06/2024	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025
Lloyds Current A/c 30-91-39 0441	19,888.82	17,650.55	15,903.26	2,283.08									
Lloyds Deposit A/c 30-91-39 0557	87,918.74	88,009.55	88,103.59	88,204.00									
Unity Current A/c 60-83-01 8415	82.36	13,216.19	13,216.19	11,738.68									
Unity Savings A/c 60-83-01 8428	1,058.40	1,058.40	3,719.31	3,733.18									
Total	108,948.32	119,934.69	120,942.35	105,958.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change in Bank Balance (A)		10,986.37	1,007.66	-14,983.41	-105,958.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipts		19,592.30	2,754.95	114.28									
Payments		7,337.69	15,304.44	2,945.15									
Difference(B)		12,254.61	-12,549.49	-2,830.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference (A-B)		-1,268.24	13,557.15	-12,152.54	-105,958.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cheques now paid		Cheque 1197 £477.60 1198 £1000.00 Cheque 1201 £147.42	Cheque 1203 £86.80 Cheque 1204 £269.98	U070 £115.00 U071 £263.10 U072 £176.50 U073 £216.00 U074 £379.90 U075 £96.11 U076 £147.42 Cheque 1205 £12,429.30 Cheque 1206 £90.60									
TOTAL		£1,625.02	£356.78	£13,913.93									
Cheques not yet presented		Cheque 1197 £477.60 1198 £1000.00 Cheque 1201 £147.42	Cheque 1203 £86.80 Cheque 1204 £269.98	Cheque 1209 £90.40 U078 £465.00 U079 £55.00 U080 £72.00 U081 £343.20 U082 £92.03 U083 £380.10 U084 £137.30 U085 £126.36									
TOTAL		£1,625.02	£356.78	£13,913.93	£1,761.39								
NET TOTAL AGREES TO DIFFERENCE (A-B above)		-£1,268.24	£13,557.15	-£12,152.54	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Drayton Parslow Parish Council	278.85		284.32	
	128.21		125.74	-1.92%
	2023/24	2023/24	2024/25	2024/25
	Budget	Year End 31/03/24	Budget	YTD 2024/25
Opening Bank Balance	100,589.22	100,589.22	108,948.32	108,948.32
Unpresented chq	3,223.81	3,223.81	1,625.02	1,625.02
Opening Book Balance	97,365.41	97,365.41	107,323.30	107,323.30
Mower replacement fund earmarked	11,000.00		12,000.00	
Street Lighting replacement fund	10,000.00		11,000.00	
Cluster services BCC shortfall - longterm post 2022	8,000.00		8,000.00	
Cluster Equipment replacement fund	3,000.00		3,500.00	
Cricket Pitch levelling contingency	2,000.00		2,000.00	
MUGA netting replacement	8,000.00		10,000.00	
MUGA surface replacement	2,000.00		3,500.00	
Legal Costs Rec lease renewal	1,500.00		1,500.00	
Legal Costs - gen reserve	4,430.00		4,430.00	
Upper Rec access repair reserve	9,000.00		10,500.00	
Neighbourhood Plan	1,832.00		1,832.00	
War Memorial	0.00		0.00	
Election fund	880.00		880.00	
Opening book balance available for spend	35,723.41		38,181.30	
RECEIPTS				
Precept	35,750.00	35,750.00	35,750.00	17,875.00
Greenacre Hall	0.00	0.00	0.00	0.00
Interest	40.00	1,001.34	600.00	299.13
Allotment Rent	250.00	227.78	250.00	0.00
Cluster Allowance for Devolved Services	1,449.00	1,626.49	1,630.00	1,626.49
Grants & donations	0.00	1,000.00	0.00	0.00
Neighbourhood Plan Grant from DCLG	0.00	0.00	0.00	0.00
Miscellaneous	0.00	13.11	0.00	0.00
Reclaimable VAT	0.00	6,139.73	2,000.00	2,660.91
TOTAL	37,489.00	45,758.45	40,230.00	22,461.53
ROUTINE PAYMENTS				
Rec & Play Area maintenance/grass cutting	1,800.00	1,830.50	2,000.00	2,127.58
Recreation Ground & Playground rent Carington	2,200.00	2,136.34	2,200.00	0.00
Playground equipment and maintenance	1,500.00	426.00	3,000.00	10,537.75
Burial Ground footpath maintenance GPC	750.00	1,000.00	1,000.00	0.00
Expenses for Cluster Devolved Services	2,000.00	2,818.24	2,000.00	952.39
War Memorial	500.00	0.00	500.00	
Allotment rent and maintenance	400.00	85.06	400.00	20.22
Upper rec Mower servicing & repairs (Tractor mower)	2,000.00	0.00	2,000.00	2,539.51
Purchase of equipment/servicing for Cluster Services	600.00	0.00	600.00	0.00
Clerk/RFO/Warden's Pay	7,000.00	7,678.58	7,500.00	1,823.49
HMRC PAYE	750.00	1,089.60	1,000.00	267.80
Office Expenses	800.00	455.83	800.00	90.77
Insurance	1,300.00	900.09	1,000.00	896.86
Subscriptions / publications / training	750.00	992.49	1,000.00	268.47
Website	240.00	603.46	300.00	0.00
Hire of DPSSC (PC Meetings)	200.00	216.00	200.00	0.00
Audit Fee	250.00	265.00	300.00	55.00
Street lighting (power and repairs)	3,000.00	6,079.74	4,500.00	1,805.18
Dog Bin collection (AVDC)	550.00	420.35	550.00	0.00
Post Box hire	-	-	-	176.50
Post Office - use of DPSSC	600.00	600.00	600.00	600.00
Parish Elections	0.00	0.00	1,500.00	0.00
BT/Broadband	800.00	606.20	800.00	288.54
Cllr Expenses/Training	360.00	104.88	360.00	0.00
Document Storage Greenacre	25.00	30.00	25.00	
Repairs/Sundries	2,500.00	0.00	2,500.00	
Unity service payments	-	-	-	18.00
VAT	0.00	2,660.91	0.00	3,017.53
TOTAL	30,875.00	30,999.27	36,635.00	25,485.59

Refund from 2018

Carried over from 2017/18

Carried over from 2020 Elections
General Reserve

Fully paid until 2100

EXCEPTIONAL PAYMENTS	2023/24	2023/24	2024/25	2024/25
GPC: Poppy Wreath	25.00	111.29	25.00	0.00
Xmas lights electricity cost	-	-	60.00	
MUGA & Rec Security	250.00	0.00	250.00	0.00
Youth Amenity Projects/New play equip/MUGA refurb	500.00	0.00	500.00	
Misc bins	50.00	0.00	50.00	76.69
Legal costs re. Recreation Ground leases	0.00	0.00	0.00	
Legal Costs	0.00	0.00	0.00	
Defibrillator replacement battery & pads	350.00	0.00	350.00	0.00
Neighbourhood Planning expenses	0.00	0.00	0.00	0.00
Kerbing project	1,500.00	0.00	1,500.00	
Best Kept Village	-	25.00	-	0.00
Misc payments	4,500.00	4,665.00	0.00	
Recreation ground access / car park security	0.00	0.00	0.00	
Public Events (ie Fetes, etc)	-	-	-	25.00
MVAS payments	-	-	-	-
TOTAL	7,175.00	4,801.29	2,735.00	101.69
Street Lighting Reserve Fund	1,000.00		1,000.00	
Tractor/Mower replacement fund	1,000.00		1,000.00	
Cluster Equipment replacement fund	500.00		500.00	
Devolved Services 2020 and beyond	1,500.00		1,500.00	
Recreation ground access - replacement reserve	1,500.00		1,500.00	
MUGA surface replacement 2021/22	1,500.00		1,500.00	
MUGA netting replacement	2,000.00		2,000.00	
TOTAL PAYMENTS	38,050.00	35,800.56	39,370.00	25,587.28
Incl Reserve payments	47,050.00		48,370.00	
TOTAL RECEIPTS LESS TOTAL ACTUAL PAYMENTS & RESERVE ACCRUALS	-9,561.00	9,957.89	-8,140.00	-3,125.75
CLOSING BOOK BALANCE	96,804.41	107,323.30	108,183.30	104,197.55
Cheques/Payments not yet presented		477.60		£1,670.99
		1,000.00		£90.40
		147.42		
CLOSING BANK BALANCE	96,804.41	108,948.32	108,183.30	105,958.94

(Includes MVAS)

Unity
Cheques

2024 DRAYTON PARSLOW PARISH COUNCIL		Lloyds		Unity		Expenditure		Income										
31st Mar	balances	current	£19,888.82	£82.36														
		deposit	£87,918.74	£1,058.40														
		total	£107,807.56	£1,140.76	£108,948.32													
date	description	ref	Lloyds current ac	Unity current ac	Lloyds current ac	Lloyds deposit ac	Unity current ac	Unity savings ac	Precept	Rents	Allotments	VAT	Interest	Devolved Services	Grants / donation	Neighbourhood Plan Grant	Receipts misc	
09-Apr	Interest	Deposit				£90.81							£90.81					
09-Apr	Devolved Services payment	Deposit					£1,626.49							£1,626.49				
12-Apr	Precept (1/2)	Deposit					£17,875.00		£17,875.00									
15-Apr	Npower - MPAN1 (1/2/24-29/2/24)	D/Debit	£585.00															
15-Apr	Npower - MPAN2 (1/2/24-29/2/24)	D/Debit	£28.25															
29-Apr	BT - Broadband	U057		£119.28														
29-Apr	Forde & McHugh - Streetlight repairs	U058		£192.00														
29-Apr	George Browns - Mower repairs	U059		£3,047.41														
29-Apr	Clear Councils - Insurance payment (Year 2/3)	U060		£896.86														
29-Apr	DP SSC - Post Office & Electricity	U061		£740.00														
29-Apr	BMKALC - Annual Sub & NALC fees	U062		£108.99														
29-Apr	SEA - March mowing & insurance fees	U063		£346.09														
29-Apr	Tring Rural PC - Clerk adobe sub (half)	U064		£99.48														
29-Apr	Best Kept Village - Entry Fee	U065		£25.00														
29-Apr		U066		£383.70														
29-Apr		U067		£105.42														
29-Apr		U068		£157.95														
29-Apr	BT - Broadband	U069		£145.48														
29-Apr	HMRC - April PAYE	1203	£86.80															
29-Apr	R.P. Smith - Mowing, Strimming & fuel costs	1204	£269.98															
08-May	Interest	Deposit				£94.04							£94.04					
16-May	Npower - MPAN1 (1/3/24-31/3/24)	D/Debit	£599.50															
16-May	Npower - MPAN2 (1/3/24-31/3/24)	D/Debit	£29.69															
20-May	Anglian Water - 3/2/24-2/5/24 water rates	D/Debit	£20.22															
27-May	A. Burden - Rec mowing	U070		£115.00														
27-May	SEA - April mowing & accounting costs	U071		£263.10														
27-May	Tring Rural PC - PO Box shared cost	U072		£176.50														
27-May	Playsafety - Inspection	U073		£216.00														
27-May		U074		£379.90														
27-May		U075		£96.11														
27-May		U076		£147.42														
27-May	Online Playgrounds - MUGA repairs	1205	£12,429.30															
27-May	HMRC - May PAYE	1206	£90.60															
27-May	R.P. Smith - Mowing, Strimming & fuel costs	1207	£741.10															
29-May	VAT reclaim (2023/24)	Deposit						£2,660.91					£2,660.91					
04-Jun	BT - Broadband	U077		£65.48														
10-Jun	Interest	Deposit				£100.41							£100.41					
17-Jun	Npower - MPAN1 (1/4/24-30/4/24)	D/Debit	£535.16															
17-Jun	Npower - MPAN2 (1/4/24-30/4/24)	D/Debit	£28.62															
24-Jun	A. Burden - Play area and MUGA cuts	U078		£465.00														
24-Jun	B. Fludgate - Internal audit	U079		£55.00														
24-Jun	Geosphere - Mapping software renewal	U080		£72.00														
24-Jun	SEA - May mowing	U081		£343.20														
24-Jun	Glasdon UK - Bin bags	U082		£92.03														
24-Jun		U083		£380.10														
24-Jun		U084		£137.30														
24-Jun		U085		£126.36														
24-Jun	R. Smith - Mowing & strimming	1208	£536.50															
24-Jun	HMRC - June PAYE	1209	£90.40															
30-Jun	Unity charge	D/Debit		£18.00														
30-Jun	Interest	Deposit						£13.87					£13.87					
	Expenditure		£25,587.28						£17,875.00	£0.00	£0.00	£2,660.91	£299.13	£1,626.49	£0.00	£0.00	£0.00	
	Income		£22,461.53		£0.00	£285.26	£19,501.49	£2,674.78										

DRAYTON PARSLow PARISH COUNCIL

PO Box 6444 - Leighton Buzzard - LU7 6FX

T: 07516344248

E: draytonparslowclerk@gmail.com

W: www.draytonparslowparishcouncil.org.uk

Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	29 th July 2024
SUBJECT:	Defibrillator / Telephone Box
REPORT AUTHOR:	Chloe Collins

Agenda item No: Defibrillator /Telephone Box

13. To receive report and discuss relocation and upgrade of Red phone box

13. To receive report and discuss relocation and upgrade of Red phone box

Defibrillator Inactive

The Defibrillator has recently been checked and a number of issues have been identified there is a power issue an electrician has been instructed to attend however as we are considering relocating the device the Clerk wondered if the repair should be postponed?

In addition the defibrillator has recently been used and a number of items are not within the cabinet which may be useful and Council are invited to consider the list and determine if they would like to include these items.

Replacement pads: one set

Replacement spare pads: none

Replacement battery: none

Replacement rescue kit: the current one wasn't used

Hi viz jacket: none

Torch: none

The defibrillator itself does not appear to be listed on what three words at all, searching for Drayton Parslow AED will return a number of results starting with the social club. The correct words for the defibrillator's location should be: exploring.records.asks

Relocation

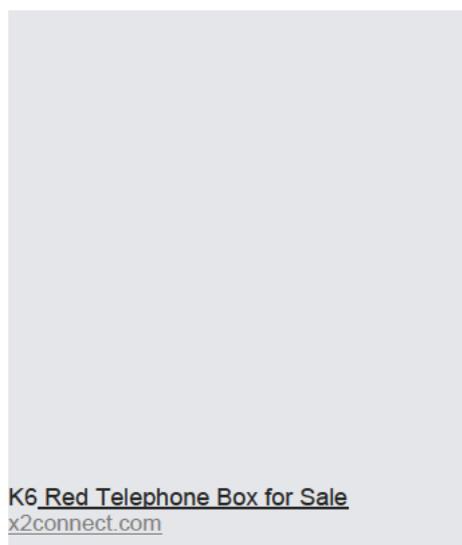
The Council have decided that it would like to consider relocating the device please see email enquiries made relating to this.

Changing the kiosk to a K2 is something you would need to investigate with kiosk providers and the associated costs of doing so, our providers are X2Connect but there are others available on the Internet. We would not have any input into changing a kiosk style or be responsible or contribute to any costs. To change a kiosk to another style would need planning permission from Aylesbury Vale Council and involve a power disconnection and for a defibrillator a reconnection. We would arrange and pay for a disconnection, however we would not pay for a reconnection or retain ongoing costs for the power supply.

Then the Council would like to change the telephone box to a K6 details of this are located below via the link. The cost to do this would start from £3500

<http://www.britishbits.co.uk/products/>
<https://www.unicornrestorations.com/kiosks>

FYI - official refurbisher of phone boxes. the K6 is the smaller one which would have been in the village (K2 is bigger)



The Council need to decide if it would like to relocate the Defibrillator to the Greenacre Hall/Social Club.
If so it will then need to decide if it would like to simply remove the telephone box or replace the telephone box.

DRAYTON PARSLow PARISH COUNCIL

PO Box 6444 - Leighton Buzzard - LU7 6FX

T: 07516344248

E: draytonparslowclerk@gmail.com

W: www.draytonparslowparishcouncil.org.uk

Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	29 th July 2024
SUBJECT:	Highways
REPORT AUTHOR:	Chloe Collins

Agenda item No: Highways

14. 14.1 To receive update on the installation of MVAS

14.2 To receive report following meeting with Atkins regarding additional kerbing. (Cllr R Wemyss & Cllr C Wemyss)

14.1 To receive update on the installation of MVAS

To receive update from Cllrs

14.2 To receive report following meeting with Atkins regarding additional kerbing. (Cllr R Wemyss & Cllr C Wemyss)

Additional kerbing - Feasibility study

met with Chirag Chanda and Adrian Lane from Buckinghamshire Highways Alliance on 23 July to discuss the additional kerbing proposals.

They will respond to the Parish Clerk with quotes for work in each location for the Council to consider. Having spent an hour and half with them it is clear that the issue of vegetation growth beyond the existing kerbing is the most significant issue that needs to be addressed. They agreed that in some places no kerbing was needed. I think we need to consider this carefully and understand how this is funded.

On the blocked and cemented drain in the hedge outside 8 Main Road we were advised to re report via the "fixmy street" website and also raise via our local councillor if nothing happens.

On the damaged kerbing at the allotment entrance they agreed it was a safety issue, would need the road to be closed for repair and again needs to be reported via "fixmy street" and chased.