

Drayton Parslow Parish Council

PO Box 6444
Leighton Buzzard
LU7 6FX

Tel: 07516 344248

Email: draytonparslowclerk@gmail.com

Website: www.draytonparslowparishcouncil.org.uk

Dated: 23rd September 2024

MINUTES OF THE PARISH COUNCIL MEETING – 23rd SEPTEMBER 2024

Name	Position	Present	Absent	Tally
James Bruce	Chairman	✓		4/4
Dave Wheeler	Vice Chairman	✓		4/4
Steven Colborne-Baber	Councillor	✓		4/4
David Perry	Councillor	✓		4/4
Richard Wemyss	Councillor	✓		4/4
Carol Wemyss	Councillor	✓		3/3
Vacancy	Councillor			N/A
Jilly Jordan	Unitary Councillor		✓	N/A
Chloe Collins	Clerk	✓		N/A
Huw Perry	RFO	✓		N/A
Members of Public		0		
Representative of Cricket Club		0		

Papers circulated in advance of meeting

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

Meeting Opened: 19:30

Closed:

The Chairman opened the meeting.

121/24 Apologies for Absence

RESOLVED

To note apologies received none

122/24 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.

123/24 Dispensations for Disclosable Pecuniary Interests

RESOLVED

To note none received

124/24 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.

None in attendance

125/24 Reports from Unitary Councillors

RESOLVED

To receive reports from Buckinghamshire Council to be sent via email.

126/24 Minutes

RESOLVED

To receive and approve the draft minutes of the full parish council meeting held on 29th July 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/>

127/24 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].

128/24 Allotments

RESOLVED

110.1 To note that no applications received

110.2 To note the new pricing structure for the allotments will be deferred as per the recommendation to after the lease negotiations are conclude this will allow for this to be factored into the new pricing structure. **Action** Letters to Allotment holders with request for payments to be prepared by the Clerk and distributed by email and post.

Signed:.....

Date:

129/24 Neighbourhood Plan

RESOLVED

To note update on Neighbourhood plan that we have now progressed to a referendum which will take place on 24th October 2024 at the Greenacre Hall 7:00am-22:00pm

Action: Neighbourhood Plan Notice to be circulated to Village News. Repost of Facebook and groups to encourage attendance.

130/24 Finance

130.1 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.

In addition to the schedule Council approved the payment of £750.00 to Hearts London for a defibrillator and Cabinet

130.2 Banking

RESOLVED

To approve the applications to add Councillors to the banking mandate.

130.3 Audit

RESOLVED

To note that the upon receipt of conclusion of Audit the Audit Notice will be posted on the Council noticeboard and website.

131/24 Recreation Ground/Open Spaces

RESOLVED

131.1 To receive and note Wardens playground inspections

131.2 To receive RoSPA report Summary with outstanding actions

131.3 To approve the instruction of intrusive Playarea inspections

131.4 To instruct contractor to undertake maintenance.

131.5 To agree actions to compile detailed schedule of maintenance in a single document ready for tender process. **Action** See notes on Maps

132/24 Accessibility and GDPR Compliance

RESOLVED

To note the advice received and agree for Cllr Perry to take actions to implement the changes required.

133/24 Lease Renewal

RESOLVED

133.1 To note receipt of correspondence from Simon Wilkinson- The Carrington's are happy to renew leases for upper and lower rec.

Signed:.....

Date:

133.2 To approve the terms of engagement and sign on behalf of Council

134/24 Action Log

RESOLVED

To receive updated Action Log note changes and additions for next meeting for any items not included on the agenda.

135/24 Best Kept Village

RESOLVED

- 135.1 To note receipt of Judges notes and remarks from the best kept village
- 135.2 That no entry for 2025 will be made.

136/24 Reports from Representatives on Outside Bodies/Working Parties/Warden

RESOLVED

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

Cllr Bruce provided brief overview of meeting in relation to new housing targets and impacts on the Parish. No change to the Neighbourhood Plans will serve a degree of protection.

137/24 Clerk Correspondence

RESOLVED

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

- Report the Vehicle for Fix my street
- Report the Fence and Hedge to Fairhive
- Inform resident
- Saldon Close – Report the Hedge – Send a letter to Bucks

138/24 Any items of Discussion for a Future Meeting

RESOLVED

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

139/24 Date of Next Parish Council Meeting

RESOLVED

To note the date, time and venue of the next council meeting scheduled for 28th October 2024 at the Carrington Room, Greenacre Hall, Drayton Parslow.

Signed:.....

Date:

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 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 - None

7.3 -

- [Erection of a steel frame building for storage](#)

Ridge Farm Main Road Drayton Parslow Buckinghamshire MK17 0LJ

Ref. No: 24/02110/APP | Received: Wed 17 Jul 2024 | Validated: Wed 24 Jul 2024 | Status: **Approved**

- [T12 Maple, T13 Beech, T14 Maple, T15 Maple, T16 Chestnut T12 - Maple: Remove lowest limb back to source and remove deadwood T13 to T16 - Beech Maple Maple Chestnut: All remaining trees to crown raise to 7ft Remove major deadwood in the crowns Reasons for works - To maintain the trees by removing deadwood. Crown raising maintain shape / size and reduce debris and shade in the garden.](#)

6 Prospect Close Drayton Parslow Buckinghamshire MK17 0JB

Ref. No: 24/02045/ATP | Received: Thu 11 Jul 2024 | Validated: Thu 11 Jul 2024 | Status: **Consent Granted**

- [Change of use of land to residential, conversion and extensions to agricultural building to form a dwelling, laying of hardstanding and installation of air source heat pump.](#)

Bunglars Hall Stewkley Road Drayton Parslow Buckinghamshire MK17 0LA

Ref. No: 23/03503/APP | Received: Fri 10 Nov 2023 | Validated: Fri 17 Nov 2023 | Status: **Approved**

- [Change the use of an existing building from 'Agricultural Store' to 'Light Industrial' \(use class E\) including associated minor external alterations to the building \(retrospective\)](#)

Broadways Farm Newton Road Drayton Parslow Buckinghamshire MK17 0JZ

Ref. No: 22/01458/APP | Received: Thu 21 Apr 2022 | Validated: Thu 21 Apr 2022 | Status: **Refused**

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	Allotments
REPORT AUTHOR:	Chloe Collins

Agenda item No: 8. Allotments

8.1 To consider Allotment requests

8.2 To receive proposal to increase allotments fees and send correspondence to current Allotment holders

8.1 To consider Allotment requests

None received

8.2 To receive proposal to increase allotments fees and send correspondence to current Allotment holders

The Carington Estate wants to include a review of the current allotment lease. This is likely to result in a change to the base cost of the provision of allotments and we have insufficient information at this stage to calculate what the 2025/6 rentals will be.

In view of this and in the absence of receiving any additional financial information it is recommended the following:

1. The allotment rents for 2024/5 remain unchanged
2. The allotment holders are charged for the water used on the same basis as 2023/4
3. Include in the standard letter to the allotment holders requesting payment for the 2024/5 rental and 2023/4 water charge an additional paragraph along the lines:

“ The rent paid by the Parish council to the Carington Estate is likely to be renegotiated in the next twelve months and this may result in a change in the annual rental you pay in 2025/6 for your allotment. We will notify of any change to your rental for 2025/6 you as soon as we have all the costs that the Parish Council needs to recover for 2025/6 year “

4. Letters are prepared by the RFO / Clerk on the above basis, ideally by the end of September.

5. Cllr Wemyss is happy to hand deliver all the addressed letters to the allotment holders in the village to save on the cost of postage.

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	Neighbourhood Plan
REPORT AUTHOR:	Chloe Collins

Agenda item No: To receive update on Neighbourhood plan

9. To receive update on Neighbourhood plan

On 12th September 2024 the Parish Council received notification the decision has been made to proceed to a referendum for the Drayton Parslow Neighbourhood Plan. The date of poll has been set for 24 October 2024 and a copy of the Notice of Referendum has now been displayed on the Council website and noticeboard.

Further statutory notices over the election period and attach a copy of the timetable for your information.

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	Finance
REPORT AUTHOR:	Chloe Collins

Agenda item No: 10. Finance

10.1 Payments Schedule

To receive and 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.

10.2 Banking

To approve the applications to add Councillors to the banking mandate.

10.3 Audit

10.3.1 To note the confirmation of the conclusion of audit for the year 2023/24

10.3.2 To receive and note the external Auditors Report with any comments/actions arising for the audit year 2023/24

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To receive and 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.

10.2 Banking

To approve the applications to add Councillors to the banking mandate.

10.3 Audit

10.3.1 To note the confirmation of the conclusion of audit for the year 2023/24

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	11. Recreation Ground/Open Spaces
REPORT AUTHOR:	Chloe Collins

Agenda item No: 11. Recreation Ground/Open Spaces

11.1 To receive and note Wardens playground inspections

11.2 To receive RoSPA report Summary with outstanding actions

11.3 To approve the instruction of intrusive Play area inspections

11.4 To instruct contractor to undertake maintenance.

11.5 To agree actions to compile detailed schedule of maintenance in a single document ready for tender process.

11.1 Report is noted

11.2

Summary Report of Works to be Completed

Based on the safety inspection reports for **Main Road Play Area** and **Outdoor Gym Equipment** from May 2024, the following works have been identified as necessary for maintaining safety and compliance:

Main Road Play Area

1. **MUGA (Multi-Use Games Area)**
 - **Issue:** Item is bent, with cracked welds.
 - **Action:** Reattach netting cable and repair or replace the bent panel
2. **Swing - Nest**
 - **Issue:** Timber is decayed, and supporting components need regular inspection.
 - **Action:** Dismantle and inspect the swing according to the manufacturer's instructions
3. **Swing - Junior - 1 Bay 2 Seat**
 - **Issue:** Chain wear and degrading rubber on the swing seat.
 - **Action:** Monitor chain wear and replace when it exceeds 40%. Replace the seat rubber when the metal is exposed
4. **Trim Trail**
 - **Issue:** Exposed metal rope core and decayed timber.
 - **Action:** Monitor the remaining posts for decay and replace if necessary. Pay special attention to maintenance
5. **Goal Post - 5-A-Side**
 - **Issue:** Loose in the ground.
 - **Action:** Reset if the condition worsens
6. **Signage**

- **Issue:** Ownership signage is unreadable.
 - **Action:** Modify or replace the sign
-

Outdoor Gym Equipment

1. **Adult Fitness - Squat**
 - **Issue:** Item is bent.
 - **Action:** Further action is required to assess the condition(
 2. **Adult Fitness - Hip Twister**
 - **Issue:** Loose or missing fixtures.
 - **Action:** Tighten all fixtures
 3. **Adult Fitness - Dip Station**
 - **Issue:** Loose bolts.
 - **Action:** Tighten the bolts to ensure stability
-

General Recommendations:

- Regular monitoring and maintenance should be carried out for all equipment to prevent further deterioration.
- Any deteriorated rubber surfaces or exposed metal should be replaced to avoid safety hazards.
- All decayed timbers should be regularly checked for further softening or wear and replaced when necessary.

This summary provides an overview of the required tasks to ensure safety standards are met and the equipment remains in good condition.

11.3 To approve the instruction of intrusive Playarea inspections

11.4 To instruct contractor to undertake maintenance.

11.5 Areas for Maintenance – Drayton Parslow Parish Council

Subject: Review of Maintenance Responsibilities for Drayton Parslow Parish Council

This report addresses the areas in need of attention, dividing them into two main categories: areas under contract to **Stewkley Enterprises** and other areas of concern that require regular maintenance.

1. Contracted Areas – Stewkley Enterprises

As highlighted on the map, Stewkley Enterprises is responsible for maintaining several routes and public spaces throughout Drayton Parslow. However, some areas have not been adequately managed. These sections, once identified with photographs, will be referenced on the map for future oversight. Key areas include:

- **Main Road and Fox Lane Junction:** This section has shown signs of overgrowth, particularly near the entrance to **Prospect Close**.
 - **Chapel Lane:** The route extending from **Holy Trinity Church** to the centre of the village needs more consistent trimming and edging.
 - **Main Village Pathways:** Pathways running alongside **Chapel Lane** and connecting to **Main Road** and **New Road** require better maintenance to ensure they remain accessible for pedestrians.
-

2. Other Areas of Concern

In addition to the contracted areas, there are several other routes and spaces that need attention but are not under any formal maintenance agreement. These areas include both public spaces and those maintained by local residents. Specific areas of concern are:

- **Lower Recreation Ground:** Grass in this area is overgrown, and edges around the recreational equipment have not been trimmed properly. This space requires more frequent and detailed maintenance.
- **Passageways from New Road to North Close:** Two passageways running between **New Road** and **North Close** are highlighted as key thoroughfares, which should be kept clear and tidy. Overgrowth along these paths needs to be addressed to maintain accessibility.
- **Grassy Area at the Corner of New Road:** A small grassy area where the passage begins from **New Road** to **North Close** should be added to the regular maintenance schedule to prevent excessive growth.

Recent observations suggest that some areas, particularly those maintained by residents, may have been trimmed due to the wet weather leading to increased vegetation. Clarification is needed on whether residents will continue managing these areas or if the council should intervene on a regular basis.



The above map highlights specific routes and areas that fall under the parish council's maintenance jurisdiction. These include:

- **Main Road** and surrounding passageways.
- **New Road** and the connected passageways to **North Close**.
- Routes along **Chapel Lane**.

These highlighted areas need consistent attention to prevent overgrowth, ensuring safe pedestrian access and maintaining the village's aesthetic quality.

Recommendations:

1. **Stewkley Enterprises** should be tasked with revisiting the areas under their contract, with particular attention to sections that have not been maintained. Photographs and specific locations will be provided for clarity.
2. The **Lower Recreation Ground**, **two passageways from New Road to North Close**, and the **grassy area at the corner of New Road** should be added to the routine maintenance list.
3. A formal review should be conducted to determine whether residents will continue maintaining some of these areas or if the council should take over responsibility during peak growth periods.

This report, along with the map, outlines the key areas requiring immediate and regular maintenance to ensure the village remains well-kept and accessible to all residents.

Proposed Maintenance Schedule for Drayton Parslow Recreation Ground

To ensure the recreation ground remains in good condition and accessible year-round, it is essential to follow a regular maintenance schedule. The frequency of maintenance will depend on the season and the specific tasks required. Below is a proposed schedule for year-round upkeep:

Spring (March - May)

- **Frequency:** Every 2 weeks
 - **Tasks:**
 - **Grass Cutting:** Begin regular grass mowing as growth accelerates. Cut every 2 weeks, ensuring a consistent height of 2-3 inches.
 - **Edge Trimming:** Trim edges around play equipment, paths, and boundary fences to prevent overgrowth.
 - **Litter Collection:** Weekly checks for litter and debris removal, particularly around play areas.
 - **Play Equipment Inspection:** Inspect play equipment for damage and wear. Tighten any loose fittings.
 - **Weed Control:** Apply weed treatments as necessary around pathways and seating areas.
-

Summer (June - August)

- **Frequency:** Every 10 days to 2 weeks
 - **Tasks:**
 - **Grass Cutting:** Increase mowing frequency to every 10 days, depending on growth rates, keeping the grass at 2-3 inches.
 - **Edge Trimming:** Continue trimming around play equipment, pathways, and fences. Edge work should be done every 2 weeks.
 - **Litter Collection:** Daily checks for litter, especially during holiday periods when recreational use is higher.
 - **Weed Control:** Increase attention to weeds and invasive species, applying treatments as necessary.
 - **Play Equipment:** Continue biweekly inspections and minor repairs as needed to address wear from increased use.
-

Autumn (September - November)

- **Frequency:** Every 2-3 weeks
 - **Tasks:**
 - **Grass Cutting:** Gradually reduce mowing to every 2-3 weeks as growth slows down.
 - **Leaf Collection:** As leaves begin to fall, conduct weekly leaf clearances to prevent slippery surfaces and maintain the ground's appearance.
 - **Edge Trimming:** Continue to trim edges around play equipment and fences every 3 weeks.
 - **Litter Collection:** Weekly checks for litter.
 - **Equipment Check:** Monthly equipment inspection to identify and address any issues before the winter months.
 - **Weed Control:** Apply weed treatments before the first frost.
-

Winter (December - February)

- **Frequency:** Monthly
- **Tasks:**
 - **Grass Cutting:** Mowing may be suspended unless unseasonably mild weather causes growth. Perform one final cut in early December.

- **Litter Collection:** Fortnightly checks for litter, particularly around high-traffic areas.
- **Equipment Inspection:** Monthly checks for structural integrity and any damage caused by the weather.
- **General Ground Inspection:** Ensure the ground remains safe during wet and frosty conditions, particularly checking for areas prone to becoming slippery or waterlogged.
- **Pruning:** Trim any overgrown shrubs or trees that may pose a hazard to play areas or walkways.

Special Considerations

- **Wet Weather:** In periods of heavy rain, inspect the ground for pooling water, particularly in areas where drainage may be an issue. Consider adding drainage solutions if necessary.
- **Community Events:** Prior to any scheduled community events or gatherings, perform a full clean-up of the area, including grass cutting, litter removal, and equipment inspections.
- **Play Equipment:** Arrange for a full safety inspection of play equipment by a certified inspector at least annually, preferably at the start of spring.

Summary

- **Spring:** Biweekly mowing and regular maintenance.
- **Summer:** Increased frequency to match growth and usage, every 10 days to 2 weeks.
- **Autumn:** Reduce to every 2-3 weeks with leaf collection.
- **Winter:** Monthly inspections, minimal grass cutting, and general safety checks.
-

This maintenance schedule ensures the recreation ground remains safe, clean, and welcoming for all users throughout the year. Should any major issues arise, such as equipment failure or ground damage, these will need to be addressed immediately outside of regular maintenance schedules.

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	12. Accessibility and GDPR Compliance
REPORT AUTHOR:	Chloe Collins

Agenda item No: 12. Accessibility and GDPR Compliance
To consider advice in relation to accessibility and GDPR Compliance from October 2024 and agree actions relating to the Councils email address and website.

Starting in October 2024, all UK Government services will be monitored for WCAG 2.2 compliance. Parish, Town, and Community Councils are encouraged to use a .gov.uk domain for their websites and email communications. To comply with General Data Protection Regulations (GDPR), it is recommended that clerks provide official .gov.uk email accounts to councillors and ensure that the Council's website meets the minimum accessibility standards.

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	13. Lease Renewal
REPORT AUTHOR:	Chloe Collins

Agenda item No: 13. Lease Renewal 13.1 To receive update and correspondence from Simon Wilkinson 13.2 To approve the terms of engagement and sign on behalf of Council

13. Lease Renewal

13.1 To receive update and correspondence from Simon Wilkinson

13.2 To approve the terms of engagement and sign on behalf of Council

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	23 rd September 2024
SUBJECT:	Best Kept Village
REPORT AUTHOR:	Chloe Collins

Agenda item No: 15. Best Kept Village

- 15.1 To receive Judges notes and remarks from the best kept village
- 15.2 To discuss 2024 competition and ideas

VILLAGE/TOWN DRAYTON PARSLOW			Score	Possible Marks
1	Cemetery/graveyard (separate or attached to a place of worship)	Well kept and recently mown	19	20
2	Green, playing field, children's play area, outdoor recreation facilities, designated nature conservation area	Playing field and pavilion neat and tidy. Outdoor adult exercise equipment	32	35
3	Floral displays, hanging baskets, tubs, planters, flower beds etc	Only garden displays noted. More could be provided in the village ?	10	15
4	Community facilities (Village Hall, Community Centre, Church Hall)	Generally good.	18	20
5	General environmental features (hedges, verges, ditches, pond, stream, pump etc.)	Hedges on road to church untidy	16	20
6	Shops and Pubs	No shops. Pub appeared to be closed	15	20
7	Bus stops, bus shelters, public seating, dog bins, notice boards, information signs	Bus stop, no shelter. No public seating. Village and cricket notice boards.	16	20

8	War memorial (Please include a photograph if the memorial is inside a locked building)	Generally tidy but some weeds noted.	18	20
9	Quality of Competition entry - up to date and detailed map with features highlighted	Map could be larger and the features better detailed. More information needed.	6	10
10	Evidence of community engagement (eg website, newsletter, magazine, posters and general community involvement in the Competition)	BKVC poster on noticeboard.	13	20
	Additional Notes		163	200