

DRAFT MINUTES

2016/004

ASHENDON PARISH COUNCIL
Minutes of Parish Council Meeting
held in Ashendon Village Hall
Monday 21st March 2016 at 8pm

PRESENT: Chairman: Kevin Nash (**KN**), Councillors: Les Curtis (**LC**), Sian Miller (**SM**), Chris Rand (**CR**), Peter Smettem (**PS**), Venetia Davies (**Clerk**).

Parishioners: Cllr Paul Irwin (**PI**). There were 4 Parishioners present.

NB: Action points highlighted

Parishioners Question Time

It was hoped the Parish Council would assist the Playing Field Association with funding to the best of its ability. Concerns were expressed over HGV traffic. A parishioner also expressed the potential danger to cyclists due to increased heavy road traffic/eroded verges.

1. Apologies for Absence

There were no apologies.

2. Approval of Minutes – Monday 18th January 2016

Amendment to error (typo) on payment to E-on of £40.50 to £40.58, reflected in sum of Orders for Payment and resulting Balance. Payment set up as Direct Debit. **ACTION: CLERK to request refund of cheque from E-on.** Draft Minutes were then accepted as a true record and signed by Chairman, KN.

3. Matters Arising from previous Minutes

- **Village walk - concerns over creating an informal passing bay.** **ACTION: CLERK to request meeting with Ivan Crome and Paul Irwin.**
- **Grasscutting and Strimming Recreation Ground** – one cut noted to date.
- **Clean for the Queen (Friday 4 to Sunday 6 March 2016)**
Councillors thanked all who turned out in the cold weather on 5th March to litter pick.
- **Play Around the Parishes 2016.** **ACTION: CLERK to list Hire of Pavilion (£20) under Orders for Payment - May Agenda. CLERK to advertise event.**
- **Archiving of Parish Council documentation.** **ACTION: CLERK to arrange purchase to the value of £150.00.**
- **Website/Logo.** Logo competition now widely advertised. **ACTION: Judging of entries for Parish Council logo will take place at AVM. CLERK and KN to liaise re website set-up.**
- **AVDC Planning.** Parish Councils are being encouraged to register on Consultee access in order to reduce burden on planning department. **ACTION: CLERK to circulate Consultee access details to Councillors.**
- **Sanders Cottage.** AVDC has confirmed that due to an administration error, the Parish Council was not consulted on the minor amended plans. A detailed landscaping scheme is conditional to this application.
- **Bench delivery imminent.** **ACTION: KN to arrange working party for installation. Community Chest funding to be acknowledge.**

4. Declarations of Interest

There were no interests declared.

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5. Correspondence

There was no correspondence outside of the Agenda items.

6. Contributions from BCC Cllrs

In addition to contributions to Item 9, PI informed Councillors of the implementation of a cycle network, funded by Department of Transport, from Waddesdon via Berryfields to Aylesbury Parkway Station.

ACTION: PI to bring exhibition plans to AVM. SM informed PI of pot hole at Pollicott.

7. Finance

1. Finance

a. Balance from Minutes of previous meeting (18th January 2016): **BALANCE: £6,324.99**

- Receipts: £0.00
- Debits: £40.58 (E-on Direct Debit)
- Plus unrepresented cheques: 0.00
- **Balance of Bank Account: £6,284.41** (as at 23rd February 2016).

Note: £1,000 to be credited from AVDC Community Chest Microgrant (Bench)

Available Funds: £6,284.41 (balance of bank account less unrepresented cheques).
(Business Saving Account: £142.25).

b. Orders for Payment: **£1,651.80**

- **Venetia Davies - £495.00 (Clerk salary)**
- **Venetia Davies - £18.00 (Clerk travel)**
- **Broxap's - £1,138.80** (£799 + £60 straps + £90 carriage + VAT 189.80) Kennington Hardwood Seat
- **BALANCE: 4,632.61** - (Available Funds less Orders for Payment)
Proposed SM, seconded PS

c. Payroll. To discuss engagement of accountant for administration of payroll.

It was resolved that Jacqui Porteous of JE Accounting will administer the payroll for Ashendon PC for a fixed price of £75 per annum. Proposed PS, seconded LC.

ACTION: CLERK to instruct and provide contact details to KN.

8. Devolution Tranche 2, update.

Councillors resolved to enter the Local Council Devolution Scheme and engage ToolShed as a Service Provider to ensure provision of Devolved activities (January meeting).

Allocated budget from BCC to Ashendon Parish Council agreed as:

a)	2016-2017	£278.38	1st April 2016
b)	2016-2017	£278.38	1st October 2016
c)	2017-2018	£556.76	1st April 2017
d)	2018-2019	£556.76	1st April 2018

Signed agreement (by Peter Smetten/Venetia Davies) sent to BCC confirming ToolShed as the Service Provider (direct contact: David Letts, ToolShed: david.lett@newmeaning.co.uk: 07809 222436) and signed copies from BCC/APC received by Clerk and circulated to Councillors. Parish Council insurers informed of involvement in the Devolution Scheme (public liability indemnity of £10,000,000 is in place). **ACTION: CLERK to:**

- Co-ordinate and manage the service delivery and act as the initial point of contact in relation to the Agreement and inform Jacqueline Austin-Lavery, Bucks County Council Representative, of these arrangements.

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- Put in place a process to ensure that formal complaints received with reference to the Devolved Functions are recorded, monitored and managed appropriately.
- Ensure APC shares Annual Report (by 31st March each year) with BCC and include (how many complaints have been handled and how CPC has expended the Devolved Funding).
ACTION: CLERK to Agenda 'Complaints Procedure' at May meeting.

Service agreement and cutting schedule for the season received from ToolShed (21st March 2016). Amendments to be made to agreement with grass cutting plans attached. Proposed CR, seconded PS. **ACTION: Clerk to sign amended agreement. KN to meet with David Letts for village drive around.**

9. **HGV traffic through the village, to discuss ways of reducing.**

KN gave a background to the efforts already made by the Parish Council to reduce HGV traffic through the village. This includes lobbying for "Unsuitable for HGVs" signs at Waddesdon Crossroads and similar at Westcott Venture Park as well as visits to various companies at the Venture Park by previous Clerk encouraging them not to drive HGV's through Ashendon. It was noted that certain contractors at the Venture Park have planning restrictions on driving through the village, for example Bucks Recycling. Concerns were expressed over the "convoy" of vehicles travelling at inappropriate speeds to the landfill site at Calvert. Whilst, TFB has informed the Parish Council that a weight restriction will not be granted and that there is nothing to stop HGV's from driving through the village, PI has offered a meeting between neighbouring villages – Chearsley, Cuddington (issues of great concern to both villages) and Westcott – to discuss and unite on issues to present to BCC. Costs could be shared. The danger to cyclists was also reinforced. The state of verges was commented on. It was agreed that these issues will be exacerbated with housing demand. **ACTION: PI/CLERK to liaise re date for meeting of Parishes. PS to represent Ashendon.**

10. **The Queen's 90th Birthday Beacons (21st April 2016).**

Councillors agreed to participate. The beacon (in the field behind the playing fields) will be lit at 7.30pm. Emergency services alerted. **ACTION: CLERK to carry out risk assessment and advertise on Website and Notice Board. SM to advertise on Facebook, KN to send village email.** The Red Lion Social Club was cautious of numbers due to day of week and timings. It was agreed that the Parish Council would provide wine and cake instead. **ACTION: KN to purchase. PS to open Pavilion. Event to start at 7.15pm.**

11. **Annual Village Meeting**, topics and confirmed contributors.

Paul Irwin, David Letts (ToolShed) and Sue Jones confirmed as attendees in addition to representatives from St Mary's Church PC, Village Hall Committee, Oil Buying Group, Ashendon Playing Fields, Gatehangers Association, Red Lion Social Club and Book Group. **ACTION: CLERK to follow up Ruth Pimm/WI. KN/CLERK to prepare Parish Council financial report for circulation. KN to provide wine and nibbles.**

12. **Parish Council Logo Competition**, for new website.

Parish Council logo competition launched. Ideas also welcomed for a website header image to complement logo design. Entries (to be extended to people who don't live in Ashendon but have an interest in Ashendon) to be submitted by Sunday 24th April 2016 and 'judged' at the AVM by a voting system. The winner will be presented with a display replica of their design. New website to be launch in late Spring.

13. **Street Lights**, to discuss Parishioner request and quotation.

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Guide quotation of £1,600 received for proposed street light in Lower End. Councillors agreed that those affected by the proposals should be able to indicate if they do/do not want a street light.

ACTION: KN to check whether resident requires car park or road to be lit. If car park, resident to be directed to VAHT. If lighting to the road is requested, **CLERK** to write to residents of 1-6 Lower End, Windy Willows, The Red House and Ashendon House and tenants of Hundred of Ashendon to enquire whether they support or oppose the installation and ask for return by email or letter. The cost to the parish is to be included in the letter. Councillors to consider responses before making a decision on whether to support and, if supported, agree appropriate financial year – 2016/17 or 2018/19.

14. **Rural Housing**, to discuss progress in identifying potential land for Rural Exception scheme. KN has spoken with Nick Philips, Group Chief Executive of Community Impact Bucks. The Vale of Aylesbury Housing Trust is keen to pursue a small scheme on its land. Nick Philips, is confident the project can move on and will now liaise with Ashendon Playing Field Association.
15. **Broadband**, update.
A series of postponements have been reported as occurring regarding the superfast broadband extension as part of Contract 2 with Herts CC. It is understood that there are ongoing issues between BT and BDUK and as a result the areas that are in scope for Contract 2 and the proposed roll out dates cannot be informed. Councillors and Parishioners expressed that Ashendon is being left in isolation. The lack of broadband is not only affecting home business, children with homework but impacting house prices too. A clearer picture with options is needed. **ACTION: PI** to arrange for **Connected Counties** to present at the Annual Village Meeting, Monday 25th April 2016.
16. **Community Speed Watch**, update.
ACTION: SM to co-ordinate community speed watch with existing camera (3 people to operate). **SM** to also enquire about the availability of a new camera (1 person to operate).
17. **Ashendon Playing Fields**, to consider request for funds to assist with upkeep of facilities. During the financial year 2015/16, the Parish Council has contributed to the cost of grass cutting and granted £5,000 for MUGA. Under s.19, Councillors resolved to donate an additional £309 to Ashendon Playing Field Association. **ACTION: CLERK** to arrange payment.
18. **Best Kept Village Competition** (deadline for entry 30th April).
Councillors resolved to enter the Best Kept Village Competition. **ACTION: CLERK** to submit entry by 30th April. £20 entry fee to be listed under Orders for Payment (May meeting). Call for Volunteers to be made in time for judging in June.
19. **Reports from Councillors attending meetings and outside organisations** including Engagement Session and Workshop, Tuesday 19th January, 7pm. Cllr PS.
PS summarise the meeting which reviewed current Council supported transport provision and promoted Community Transport. PS reiterated the view (from the meeting on 19th June) that the Parish Council will support the initiatives but demand has, at first, to be ascertained prior to any canvassing. PI reported on the developments for a community bus scheme, stressing this as a proactive scheme (as bus services reduce/dial a ride ceases) and informed Councillors that a minibus has been provided to cater for the immediate need in the area. The bus scheme will involve trustees (a Parish Councillor can volunteer as a Trustee), volunteer drivers, co-ordinators and other local supporters. Parish Councils may be approached for funding.

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20. Items for Information:

- Road Closure: Monday 21st March to Friday 25th March 2016 - Main Street, Ashendon.
- Play Around the Parishes 2016, Tuesday 26th July 2pm-4pm.
- Transparency Funding for smaller Councils. Application form submitted for purchase of computer equipment.

21. Date and Time of Next Meeting:

DATE OF NEXT MEETING:

**Annual Village Meeting: Monday 25th April, 8pm
Ashendon Village Hall**

**Parish Council AGM: Monday 16th May 2016, 8pm
Ashendon Village Hall**