

# DRAFT MINUTES

2021/15



**ASHENDON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting**  
**held in the Village Hall**  
**Monday 17<sup>th</sup> May 2021 at 8.00pm**

**PRESENT:**

**Councillors:** Les Cutis (**LC**), Sian Miller (**SM**), Mark Wakeling (**MW**), Venetia Davies (**Clerk and RFO**).  
Councillor Paul Irwin (**PI**) was also present.

**Parishioners:** There were no Parishioners present.

**1. Election of Chairman**

Sian Miller (SM) was elected Chair of the Parish Council for 2021/22. Proposed LS, seconded MW.

**2. Apologies**

Chris Rand (CR).

**3. Election of Vice Chairman**

Chris Rand (CR) was Vice Chair of the Parish Council for 2021/22. Proposed by SM, seconded by LS.

**4. Declarations of Acceptance of Office by Chairman and Councillors and Register of Interest Forms**

Declarations of Acceptance of Office (to be retained on files) and Register of Interest forms were duly signed by Chairman and Councillors. **ACTION: CLERK to upload Register of Interests forms to Ashendon Village website and submit to Monitoring Officer at Bucks Council for principal authorities' website.**

**Parishioners Question Time**

There were no questions.

**5. Approval of Minutes – Monday 19<sup>th</sup> April 2021**

The Draft Minutes of the April meeting were accepted as a true record and signed by Chairman Sian Miller.

**6. Matters Arising**

- **White Lines. ACTION: PI to request white lines are refreshed with Colin Woolford, Local Area Technician.**
- **ACTION: KN/CKERK to sign. CLERK to submit audit to PKF Littlejohn once Internal Audit is complete.**

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### 7. Declarations of Interest

There were no interests declared.

### 8. Representation of Committees/Working Parties:

- Haddenham and Waddesdon Community Board: **Chris Rand** (nominated as email contact)
- Haddenham and Waddesdon Community Board: Environment Group: **Mark Wakeling**
- Road Safety Working Party: **Sian Miller**
- Footpath Monitor: **Sian Miller** (PC Lead) **Andy Howes** (Footpath Monitor)
- For reviewing PC Governance and Parish Council Insurance: **Sian Miller**
- Calvert & Greatmoor CLGs meetings: **Les Curtis**
- For monitoring Parish Council Assets: **Les Curtis**

Note: The renewal policy documents for 2021/22 have been previously reviewed by Peter Smettem.

### 9. PC Governance

Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure.

**ACTION: COUNCILLORS** to make any comment. **SM** to review for June meeting.

### 10. PC Meetings 2021 and 2022

The Parish Council **agreed** to continue meeting on the 3<sup>rd</sup> Monday of each month at 8pm (**2021:** 21<sup>st</sup> June, 20<sup>th</sup> September, 15<sup>th</sup> November, 6<sup>th</sup> December. **2022:** 17<sup>th</sup> January, 21<sup>st</sup> March, 18<sup>th</sup> April (Annual Village Meeting), 16<sup>th</sup> May (AGM), 20<sup>th</sup> June, 19<sup>th</sup> September, 21<sup>st</sup> November, 12<sup>th</sup> December. The December meetings will be held on the 2<sup>nd</sup> Monday of December. **ACTION: CLERK to book hall and upload meeting dates on website.**

### 11. Contributions from Buckinghamshire Councillors.

**Cllr Paul Irwin.** Paul thanked Ashendon for its support in the Buckinghamshire Council Elections. The Councillors elected for the Waddesdon, Stone and Riverside Wards were Paul Irwin, Ashley Waite and Mick Caffrey. The three Councillors plan to operate a rota system for Parish Council meetings (Waddesdon, Berryfields, Westcott, Ashendon, Dinton, Cuddington, Stone, Hayden Hill & Quarrendon), alternating between Councillors who will be specialising in certain areas. Paul also paid his congratulations to the new Ashendon PC. He commented on the assistance of Working Parties to aid Parish Councils in their work and said that several Parish Council were bringing on board more 'officers' to assist. The number of coronavirus cases in Buckinghamshire is three. Despite concerns about the Indian variant, the Government is carrying on with the roadmap, indications suggesting protection against the variant from the vaccine, as well as hospital numbers and deaths remaining low. Paul expressed his concern over the ending of furlough and the impact on small businesses. Bucks Council have initiated a *#WelcomeBackBucks* campaign. Food collections on the Bernie Bus will cease at the end of May as funding comes to an end but hope to recommence in July. A new charity, *Inspire Bucks*, has been set up with offices in Aylesbury which includes presents (Birthday and Christmas) for families in crisis. The charity is running a *Smile* campaign and distributing *positivity boxes* for a loved one or friends. An application has been submitted for a new Bernie Bus as the original Bernie retires to become a lending bus. Paul thanked Ashendon for its strong community spirit in supporting the Bernie initiatives this year. There was a brief discussion about the Football club and intentions to get more connected with the team and its activities.

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### 12. Reports from Councillors attending meetings and outside organisations.

There were none.

### 13. Correspondence

There was none outside the Agenda items.

### 14. Traffic Calming Measures

The Parish Council is awaiting a visit from LAT Colin Woolford so that the proposed locations for the Speed Indicator Device can be assessed prior to the submission of the grant application to Haddenham and Waddesdon Community Boards. SM has written with the proposed locations (3 from the Police and a further 2 suggestions from the PC). **ACTION: CLERK to prompt a village walkaround with Colin Woolford, Paul Irwin and members of the PC to discuss this, the refreshing of the white lines and the Wotton Road footpath (see below).** The community speed watch has commenced again in Ashendon.

### 15. Wotton Road Footpath

Chris Rand has attended a site visit with an alternative contractor for a second quotation for the creation of the footpath. In CR's absence, this to be brought forward to the June meeting. It was **agreed** in the meantime to arrange another site visit with Councillors and invite Colin Woolford to attend to comment initially on creating the footpath away from the road. **ACTION: CLERK to arrange site visit with Colin Woolford and Councillors.**

### 16. Defibrillator for Pollicott

The cost of installing a second defibrillator at the post box in Upper Pollicott will be in the region of £3,000. The defibrillator will be approximately £1,000, the cost of the electrician £1,000 and the locked cabinet and accessories (pads) around £800.00. It was **agreed** to bring this forward to the June meeting for a full Council vote. **ACTION: CLERK to agenda for June.**

### 17. Footpaths.

Andy Howes, who is kindly heading up footpath inspections, has completed his report and will be presenting the findings to Chris Rand for further discussions with landowners. The Parish Council has notified the Rights of Way Officer at Bucks Council of diverted footpath ASH/7/1 and submitted details. It is believed this is unofficial and should be subject to a footpath diversion. **ACTION: CLERK to monitor response from Bucks Council.**

### 18. Wild Aylesbury Vale Initiative

The microgrant (up to £500) available from the Wild Aylesbury Vale initiative has been extended to 30<sup>th</sup> June 2021. There is a competition associated with the initiative to encourage wildlife into green spaces enabling communities to connect with the environment, in turn supporting health and wellbeing. It was **agreed** the Parish Council should take part and encourage other groups, such as the WI, APFA, St Mary's Church to become involved. SM proposed that the Parish Council consider submitting an entry for Boughton's Peace, an asset of the PC which could become an environmental showcase. This could include the planting of one or two fruit trees and the installation of bird feeders, a log pile, a hedgehog home, and shrubs with berries, possibly highlighting the features of each with signage. The idea of a seed

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exchange and plant/vegetable exchange was discussed and a 'listening' bench. **ACTION: SM to complete grant application and submit by 30.06.21.**

### 19. Parish Council Computer

The Parish Council **agreed** to the purchase of a new computer, shared with Cuddington PC.

### 20. Finance

- a. **Balance from Minutes of previous meeting (19<sup>th</sup> April 2021): £18,529.06**
  - **Receipts: £13,799.80** (£5,243.02 - VAT Return, £556.78 - BCC Devolution Grant, £8,000.00 – Precept)
  - **Debits: £72.15** (E-on)
  - **Plus unrepresented cheques: £19.65** (Venetia Davies)
  - **Less standing orders: £249.60** (Clerk Salary)
  - **Balance of Bank Account: £32,026.76** (as at 23rd April 2021)  
**Available Funds: £32,007.11** (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £605.64**
  - **Venetia Davies** - £19.65 – Clerk travel (9.45) and stamps (£10.20)
  - **Venetia Davies** - £36.78 (Shredder (shared with Cuddington PC), stationary, postage stamps)
  - **JE Accountants** - £96.00 - Payroll administration 2020/21)
  - **BMKALC** - £55.41 – Annual subscription
  - **RTM Landscapes Ltd** - £408.00 (£340.00 + £68.00 VAT) – grass cutting.
  - **BALANCE: £31,401.47** (Available Funds less Orders for Payment)
- c. **Barclays Bank.** A Mandate Change Form is being completed to change the authorised signatories for the Parish Council account as a result of the new PC.

### 21. Planning

There have been no applications received since the April meeting.

### 22. Items for Information

- **Overflowing bin at Wootton Road.** Reported to Street Scene, Bucks Council.
- **Haddenham and Waddesdon Community Boards – Freight meeting.** 8<sup>th</sup> June 2021 at 3pm by Teams. **ACTION: CLERK to ask Chris Rand to attend or, in his absence, extend the invitation to David Crwys-Williams, member of the Road Safety Working Party.**
- **Haddenham and Waddesdon Community Boards – 30<sup>th</sup> June 2021 at 7pm.** **ACTION: MW to attend.**
- **Play Around the Parishes** - Wednesday 18 August 2021, 10.00-12.00pm. The Pavilion and Village Hall (in the event of wet weather) are booked.
- **Grass Cutting** – grass cutting dates have been confirmed as w/c 14/6, 12/07, 23/8, 4/10.

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- **Co-option of Councillor.** Ashendon Parish Council is 5 members of the public. The recent election resulted in an uncontested election with only 4 members. The Parish Council **agreed** to agenda the item of Co-option. **ACTION: CLERK to agenda for June.**
- **Long term priorities of the Parish Council.** The vision of the PC for the next 4 years was briefly discussed and some initial ideas suggested. Councillors to consider and propose ideas for discussion at next meeting. **ACTION: CLERK to agenda for June.**

### 23. Date and Time of Next Meeting:

**Monday 21<sup>st</sup> June 2021 at 8pm in Ashendon Village Hall**