

DRAFT MINUTES

2016/013

ASHENDON PARISH COUNCIL
Draft Minutes of Parish Council Meeting
held in Ashendon Village Hall
Monday 20th June 2016 at 8pm

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

Parishioners: There were no Parishioners present.

Parishioners Question Time

None.

NB: Action points highlighted

1. Apologies for Absence

There were no apologies.

2. Approval of Minutes – Monday 16th May 2016

Draft Minutes were accepted as a true record and signed by Chairman, KN.

3. Matters Arising from previous Minutes

- **Play around the Parishes, 26th July 2016, 2pm, Ashendon Playing Fields. ACTION: CLERK to advertise event on Website and Notice Boards.**
- **Archiving of Parish Council documentation. ACTION: CLERK to arrange purchase to the value of £150.00.**
- **Grass Cutting. ACTION: CLERK to agenda review of grass cutting at end of cutting season.**
- **Broadband. Navin Sankersingh has now left. ACTION: CLERK to chase PI re enquiry with Martin Tett, BCC.**

4. Declarations of Interest

There were no interests declared.

5. Planning

- **16/01954/COUAR - Brick Built Store Building, Valley Farm Upper Pollicott, Ashendon, HP18 0HH Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of agricultural barn into two dwelling houses (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)). Case Officer: Mr Jeremy Peter. Comments: 28th June 2016. ACTION: CLERK to return **NO COMMENTS** to AVDC.**

6. Correspondence

There was no correspondence outside of the Agenda items.

7. Contributions from BCC Cllr

There were not contributions.

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8. Finance

- a. **Balance from Minutes of previous meeting (16th May 2016): BALANCE: £4,776.72**
- Receipts: **£3,827.50** (Precept £3,732.50 & Grant Payment £95.00)
 - Debits: £0.00
 - Plus unrepresented cheques: **£530.35** £20.00 (APFA), £226.00 (Toolshed), £273.55 (Aon), £10.80 (Broxap)
 - **Balance of Bank Account: £9,134.57** (as at 23rd May 2016).
Available Funds: £8,604.22 (balance of bank account less unrepresented cheques). (Business Saving Account: £142.27).
- b. **Orders for Payment: £843.01**
- **Venetia Davies - £275.00** (Clerk Salary)
 - **Venetia Davies - £14.65** (Folders for financial year 2016/17 and postage stamps)
 - **Venetia Davies - £18.36** (Clerk travel)
 - **ToolShed - £226.00** (£188.33 + £37.66 (VAT)- Grass Verge Cutting)
 - **Ashendon Playing Fields Association - £309.00** (\$19 donation to APFA)
 - **BALANCE: £7,761.21**- (Available Funds less Orders for Payment)

Payments proposed PS, seconded SM

- c. **Audit 2015/16.** Approval of accounting statements and annual governance statement. Approval of accounting statements and annual governance statement. Internal Audit completed by A S Howes & Co Ltd. Approved and signed by KN and Clerk (also Responsible Finance Officer). **ACTION: CLERK to return External Audit to by 6th July 2016.**

9. Parish Council Complaints Procedure, to adopt.

Adopted. Proposed KN, seconded SM.

10. Standing Order, Code of Conduct, Financial Regulations and Risk Assessment, to annually review and adopt.

Standing Order and Financial Regulations adopted. Proposed PS, seconded CR. Risk Assessment adopted. Proposed KN, seconded SM. **ACTION: CLERK to circulate Code of Conduct to review and adopt. CLERK to agenda review of above at AGM 2017.**

11. "No Cold Calling" Zone, to discuss possibly of Ashendon becoming a "No Cold Calling" Zone

The process of setting up a No Cold Calling zone was discussed which would include defining an area and establishing resident's agreement prior to any implementation. **CLERK to invite Sue Jones, PSCO to September meeting and ascertain if representative from Trading Standards will attend. CLERK to publicise meeting in Bernwode News and on Notice Boards to encourage residents to attend and express interest. SM to publicise on Facebook and produce flyers advertising agenda item.**

12. HGV Meeting, to review

Survey carried out on 10th June across 4 villages – Ashendon, Chearsley, Cuddington and Westcott. Results were encouraging in Ashendon. In total 28 Lorries, of which 9 were certainly local deliveries. Follow up meeting with participating Parish Councils planned for 21st June to gather evidence across all 4 villages and discuss further activity. **ACTION: PS to report.**

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13. Reports from Councillors attending meetings and outside organisations, including AVDC Planning Event for Parishes, KN.

KN reported on the informative and well attended AVDC planning event for parishes. Presented by Patrick Feeley and Susan Kitchen. Slide presentation and commonly used planning policies document circulated to Councillors for information.

14. Items for Information:

- Vale of Aylesbury Local Plan (VALP). 8 week consultation on the draft version of the plan to take place between 7 July and 5 September 2016. Parish and Town Councils are invited to a presentation on **13th July at 6.30pm** in the Oculus at the Gateway. A series of drop in sessions will be held including **Haddenham on Monday 11th July**. Details at <http://www.aylesburyvaledc.gov.uk/vale-aylesbury-local-plan-draft-plan>
- Play Around the Parishes – **26th July 2016, 2pm, Ashendon Playing Fields**
- Meeting dates. **ACTION: CLERK to amend July 2017 date to June. Village Hall to be booked.**
- **Ashendon Parish Council transparency funding.** £487.00 received to purchase computer/printing equipment.

15. Date and Time of Next Meeting:

**DATE OF NEXT MEETING:
Monday 19th September 2016, 8pm
Ashendon Village Hall**