

DRAFT MINUTES

2018/007

ASHENDON PARISH COUNCIL
Draft Minutes of Parish Council Meeting
held in Ashendon Village Hall
Monday 21st May 2018 at 8pm

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

Parishioners: There were 4 Parishioners present.

Parishioners Question Time came after Item 5.

- Oxford/MK/Cambridge Growth Corridor. The 3 proposed routes, one shown between Haddenham and Cuddington, were discussed. Whilst it is understood that the Government favour the East West Rail Route, it was noted that there has been no public consultation. The route will be decided in December, implementation 2030.

- **Ashendon Broadband.** Minutes of the meeting held with Giles Ellerton (BT Group Regional Director) and Andy Burrows (Openreach Regional Manager) will be circulated by the Broadband Working Party.

NB: Action points highlighted

1. Election of Chairman

Kevin Nash (**KN**) was elected Chairman of the Parish Council for 2018/19. Proposed by PS. seconded by SM

2. Apologies for Absence

Paul Irwin (**PI**), BCC and AVDC.

3. Election of Vice Chairman

Peter Smettem (**PS**) was elected Vice Chairman of the Parish Council for 2017/18. Proposed by CR, seconded by LC.

The following representations of Committees/Working Groups will continue:

- Local Area Forum – Kevin Nash
- HGV/Village Kerbing – Peter Smettem
- Village Speed Watch and Broadband – Sian Miller
- For monitoring Parish Council Assets – Les Curtis
- For reviewing the Parish Council Insurance Policy – Peter Smettem.

4. Declaration of Acceptance of Office by Chairman

Duly signed by Kevin Nash, Chairman.

5. Approval of Minutes – Monday 19th March 2018

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

6. Matters Arising

- **Telegraph Pole at Lower Pollicott.** KN has spoken to the Operations Manager (cover BVH156) and highlighted the safety concerns. The Parish Council agreed that the safety issues have been highlighted to BT Openreach and they must determine the risks.

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- **Missing Manhole cover.** ACTION: KN to write to Thames Water.
- **Road at Lower Pollicott.** It was agreed to ask TfB for an alternative solution to the proposed verge markers. ACTION: CLERK to liaise with Paul Irwin.
- **Lobby Day.** The Broadband Working Group have liaise with Rt. Hon. John Bercow MP and highlighted the lengths and issues Ashendon village has gone to, to install Broadband in the Village.

7. Declarations of Interest

There were no interests declared

8. PC Governance

Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure were reviewed and adopted for 2018/19. Proposed by PS, Seconded by CR. ACTION: CLERK to upload updated versions on website.

9. Contributions from BCC Cllr and AVDC Cllrs

There was none.

10. GDPR

There is no requirement to appoint a Data Protection Officer under the GDPR. The Parish Council agreed to adopt the Privacy Policy. ACTION: CLERK to upload on website.

11. Kerbing of the Causeway

The Parish Council ratified the preservation works to grass verges and footway along Causeway (Wotton Road end) and agreed the PC contribution of £2,522.24. A grant application for £3,500 has been submitted to the LAF. The total cost of the work is £11,818.24. TfB has agreed to provide £5,796. It was suggested that the kerbing of the Causeway is considered again when setting the Precept for 2019/20 so that further restoration works could be carried out to other sections of the Causeway. There are safety concerns over new bollards installed, prior to the junction that turns left to Wotton, that are fronted with white concrete slabs. The road is narrow there and concerns were expressed about two-way traffic passing. Kevin Hyland, Police Community Support Officer has assessed and has no issue. TfB will also be assessing.

12. Parish Council Insurance

PS has reviewed the renewal policy documents (now with NALC approved BHIB Insurance Brokers and not A-on). The Parish Council agreed to the 3 year long term fixed agreement at £263.83. ACTION: CLERK to notify BHIB Insurance Brokers.

13. Reports from Councillors attending meetings and outside organisations

KN has attended a GDPR and FOI course. He also attended a meeting on the development of a roundabout at the junction of the A41 and High Street, Westcott. The roundabout will slow down traffic on the A41. There have been requests to reduce the lighting to a lower standard. There will be an island in the middle for pedestrians. The Planning Application (18/01605/APP) can be viewed on the AVDC website: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?keyVal=P87GACCLKKZ00&activeTab=summary>

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14. Correspondence

- **Silent Solider Campaign.** To mark the 100th Anniversary of WW1 (Sunday 11th November 2018), Councillors **agreed** to purchase two Silent Solider at a cost of £100 each. B&MKALC has confirmed the Parish Council has the Power to purchase under War Memorials (Local Authorities' Power Act 1923 s.1. or under Section 137 (£7.57 per elector for the year). Signs are made of dibond, the same material that road signs are made of. **ACTION: CLERK to order.**

15. Finance

- a. **Balance from Minutes of previous meeting (19th March 2018): £14,270.43**
 - **Receipts:** £1,183.94 (£556.76 - Bucks CC. £627.18 - HMRC VAT Return)
 - **Debits:** £51.41 (E-on)
 - **Cheque:** £265.00 (Len Holder - agreed for year ending 31st March 2018)
 - **Plus unrepresented cheques:** £265.00
 - **Less standing orders:** £476.68 (Clerk Salary – March and April)
 - **Balance of Bank Account: £14,926.28** (23rd April 2018)
 - **Available Funds: £14,661.28** (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £986.56.**
 - **Venetia Davies - £18.90** - Clerk travel
 - **Venetia Davies - £16.67** – Computer Accessory and Postage
 - **Mr Kevin Nash - £41.96** – AVM Refreshments
 - **New Meaning - £371.50 (£309.58 + £61.92 VAT)** – ToolShed Grass Cutting
 - **AVDC – £340.00** - Play around the Parishes
 - **JE Accountants - £106.25** - Payroll administration and pension enrolment/declaration of compliance with The Pension Regulator.
 - **BALC- £33.78** - Membership of Bucks and Milton Keynes Association of Local Councils.
 - **SLCC - £57.50** - Membership to Society of Local Council Clerks, £115 shared with Cuddington PC).
 - **Also Agreed: BHIB Ltd – £263.83** – Parish Council Insurance.

BALANCE: £13,410.89

- c. **Audit**

The Parish Council reviewed the effectiveness of the system of internal control and prepared and approved the annual governance statement (c1). The Accounting Statement was then considered and approved by resolution (C2) and signed by KN, Chair and Venetia Davies, RFO. Special thanks were paid to Robert Muggerridge for for the internal audit. **ACTION: CLERK to return to PFK Littejohn.** The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return to be announced **Friday 1st June.**

16. Planning

- 18/01653/APP – Pegasus, 4 Forge Close, Ashendon, Buckinghamshire, HP18 0HJ
Single storey side and rear extension and the erection of a front porch
ACTION: CLERK to return NO OBJECTIONS to AVDC.

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17. Items for Information including Diary Dates

- **TTRO (Work on Highway) Winchendon Road, Ashendon. Reinstatement of Carriageway, Thames Water.** Approximately 1500m from Harrow Cottages. 31st May 2018 from 09.30 to 15.30.
- **Play Around the Parishes** – 14th August 2018 from 10am to 12 noon, Ashendon Playing Fields.
- **BCC Mobile Library Service** will cease operation on 31st May 2018. Those unable to travel to a library due to age, illness or disability may wish to request the Home Library Service - <https://www.buckscc.gov.uk/services/libraries/community/home-library-service/>. Residents can also assign a 'Library Buddy' to pick up books on their behalf from the 30 library buildings in Bucks - <https://www.buckscc.gov.uk/services/libraries/community/home-library-service/library-buddy-service/>.
- **AVDC** has recently invested £3.7m in new waste vehicle fleet. All recycling, general waste, food and garden waste collection rounds are currently being redesigned to improve capacity and fuel efficiency. Any changes to a customer's bin collection day will not come into effect until early September. The frequency of household collections will not change.
- **Litter and Dog Waste.** AVDC are introducing a new litter survey and criteria to ensure new bins/replacements are installed in suitable locations and where there is a true need. It is also supporting campaigns to tackle irresponsible behaviour.

18. Date and Time of Next Meeting:

Monday 18th June at 8pm – Ashendon Village Hall