

## DRAFT MINUTES

2023/013



### **ASHENDON PARISH COUNCIL**

**DRAFT Minutes of the Parish Council **Annual General Meeting** held in the Village Hall.  
**Monday 15<sup>th</sup> May 2023 at 7.30pm****

#### **PRESENT:**

**Councillors:** Chris Rand (**CR**), Les Curtis (**LC**), Fiona Jacobs (**FJ**), Mark Wakeling (**MW**), Venetia Davies (**Clerk and RFO**).

**Parishioners:** There were two Parishioners present.

#### **1. Election of Chair**

**Chris Rand** was nominated and elected Chair of the Parish Council for 2023/24. Proposed LC, seconded MW.

#### **2. Apologies**

Sian Miller (**SM**), Chris Rand (**CR**) and Ashley Waite (**AW**)

#### **3. Election of Vice Chair**

**Sian Miller** was nominated and elected Vice Chair of the Parish Council for 2023/24. Proposed LC, seconded FJ.

#### **4. Declarations of Acceptance of Office by Chair**

Declarations of Acceptance of Office to be signed (and retained on file). **ACTION: CR to sign Declaration of Acceptance of Office.**

#### **Parishioners Question Time**

**The Hundred PH.** There was a village meeting to discuss the future of the Hundred PH. The Parish Council is to be updated at a later meeting.

#### **5. Approval of Minutes – Monday 20<sup>th</sup> March 2023**

The Draft Minutes of the March meeting were accepted as a true record and signed by Councillor, Fiona Jacob.

#### **6. Matters Arising**

- **Combined Village Website.** Along with Venetia Davies, Richard Philips and Peter Johnson have kindly agreed to be 'gatekeepers' of the website, accepting readymade information from organisers of clubs and societies for uploading on the village website.
- **Platinum Jubilee Commemorative Elm.** **ACTION: CR to plant in agreement with APFA.**

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- **Defibrillator.** **ACTION: CLERK** to investigate grant funding for a third defibrillator as requested by residents of Watbridge.
- **Community Allotment.** There was no attendance from villagers at the allotment meeting on 5<sup>th</sup> May 2023.
- **Overgrown Trees and Hedges.** Tree surgeon instructed. The trees are subject to planning permission (awaiting consent). **ACTION: CR** to monitor and inform residents. **CR** to liaise with landowner for agreed contribution towards the costs of repairing the fallen hedge on Parish Council land.
- **King Charles III's Coronation**  
A commemorative gift of allium bulbs for all Parishioners was agreed as a permanent reminder of the Coronation of a King who cares about the environment. **ACTION: SM/MW** to advise residents and follow up with delivery.
- **Ultrafast Broadband.** Ashendon is on a list of areas to be actively looked at by Voneus. The area will need to be surveyed, designed, and planned but the exact time frame is unknown. **ACTION: SM** to continue to progress other list of BDUK contacts/companies – Rapid Rural Broadband, Cerberus, Ecom, Swish Fibre, BT Openreach and press for meeting with Greg Smith, MP.

### 7. Declarations of Interest

There were no interests declared.

### 8. Representation of Committees/Working Parties

The following Councillor representations were agreed:

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

Note: The renewal policy documents for 2023/24 to be reviewed by Chris Rand.

### 9. PC Governance

Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment and Complaints Procedure. **Agreed** and all published on website.

### 10. PC Meetings

The Parish Council **agreed** to continue meeting on the 3<sup>rd</sup> Monday of each month at 7.30pm  
**2023:** 19<sup>th</sup> June, 18<sup>th</sup> September, 20<sup>th</sup> November, 11<sup>th</sup> December. **2024:** 15<sup>th</sup> January, 18<sup>th</sup> March, 15<sup>th</sup> April (Annual Village Meeting), 20<sup>th</sup> May (Annual General Meeting), 17<sup>th</sup> June, 16<sup>th</sup> September, 18<sup>th</sup> November, 9<sup>th</sup> December. **ACTION: CLERK** to book hall and upload meeting dates on website.

### 11. Contributions from Buckinghamshire Councillor

There were no contributions.

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

Parish Council briefing: The transition to Buckinghamshire Highways and key information/contacts – 31st March 2023 at 6.30pm-8.00pm. No attendance. Councillors requested an update on repair of potholes. **ACTION: CLERK to write to Bucks Councillors.**

### 13. Correspondence

**Boughton's Peace Wilding Project.** A Parishioner has asked about the maintenance of Boughton's Peace. The elder around the pine tree has been cut back and removed. **ACTION: FJ and SM to discuss maintenance plan. LC to collect 'cart' for sharing produce and plants on kindly made by Richard Lewin.**

### 14. Speed Awareness Project

#### • Wotton Road footpath and HS2 Road Safety Fund

The Parish Council are awaiting a decision from Buckinghamshire Council re the Stage 2 Assessment process which should be completed by the end of May.

#### • Speed Awareness

The Speed Watch team reported definitive results. Compared with an apparently 'battery-dead' sign, the live Speed Indicator Device (SiD) is reducing traffic speed by about 10%. Results haven't yet been tailor to specific sites. The team will post regular reports on the village website later this month. The team are also preparing to roll out a more effective community programme, hopefully engaging more of the village in making a positive difference. The impact of people being present has a very big effect on speed.

### 15. Children's Play Activity

Councillors agreed to another Children's Play Activity as 2022 (budget £250). **ACTION: CR to ask Claire Cook to arrange with the help of other Mums.**

### 16. Finance

#### a. Balance from Minutes of previous meeting (20<sup>th</sup> March 2023): **£35,045.95**

- Receipts: **£9,125.10** - £8,500 (Precept) and £625.10 (Devolution Grant)
- Debits: **£50.21** - Npower (£23.90 March) and (£26.31 April)
- Plus unrepresented cheques: **£134.00** (£34.00 Clerk backpay) + £100.00 (donation to South Central Ambulance)
- Less standing orders: **£558.00** - £279.00 (Clerk Salary) + £26.31 (Npower)
- Balance of Bank Account: **£43,696.84**  
**Available Funds: £43,562.84** (balance of bank account less unrepresented cheques)

#### b. Orders for Payment: **£364.40**

- Venetia Davies - **£18.90** (Clerk travel)
- BHIB Insurance - **£304.05** (Parish Council annual insurance)
- BALC - **£41.45** (Membership to Bucks and Milton Keynes Association of Local Councils)

**BALANCE: £43,198.44** (Available Funds less Orders for Payment)

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### Also agreed:

- **RTM Landscapes - £468.00** (£390.00 + £78.00) – grass cutting for April 2023.
  - **JE Accountants - £240.00** – JE Accountants – payroll administration 2022/23
  - **Venetia Davies - £80.26** – Toners
  - **BALANCE: £42,410.18** (Available Funds less Orders for Payment)
- c. **Management Report, May 2023.** **ACTION: CLERK to circulate.**
- d. **Audit/Annual Governance and Accountability Return 2022/23 Form 2**  
Councillors agreed to sign the Certificate of Exemption, reviewed, and approved the effectiveness of the system of internal control as well as the annual governance statement. The PC also considered the Accounting Statement, signed by the RFO, and approved all by resolution. **ACTION: CR to sign. CLERK to complete in accordance with instructions form PKF Littlejohn.**

### 17. Planning

There were no new planning applications received since the March meeting.

### 18. Items for Information including Diary Dates:

- **Grass Cutting schedules:** 15/05, 12/06, 10/07, 21/08, 02/10/23.
- **Local Plan for Buckinghamshire and Local Transport Plan 5 Survey** (to 04.06.23). **Please Have your Say:** <https://yourvoicebucks.citizenspace.com/planning/vision-and-objectives/>. **ACTION: CLERK to advertise on website.**
- **Haddenham and Waddesdon Community Board Event** - 7th June 2023, at 6pm. **ACTION: CLERK to recirculate.**

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

**Monday 19<sup>th</sup> June at 7.30pm in Ashendon Village Hall**