

DRAFT MINUTES

2022/43



ASHENDON PARISH COUNCIL

DRAFT Minutes of the ANNUAL GENERAL MEETING of the Parish Council held in the Village Hall. Monday 9th May 2022 at 7.30pm

PRESENT:

Councillors: Sian Miller (**SM**), Fiona Jacob (**FJ**), Chris Rand (**CR**), Mark Wakeling (**MW**), Venetia Davies (**Clerk and RFO**).

Parishioners: There was two Parishioners present.

1. Election of Chair

Chris Rand was elected Chair of the Parish Council for 2022/23. Proposed SM, seconded FJ.

2. Apologies

Les Curtis (**LC**). Cllr Paul Irwin (**PI**) and Ashley Waite (**AW**).

3. Election of Vice Chair

Sian Miller was elected Vice Chair of the Parish Council for 2022/23. Proposed FJ seconded MW.

4. Declarations of Acceptance of Office by Chairman

Declarations of Acceptance of Office duly signed (and to be retained on file).

Parishioners Question Time

There were no questions.

5. Approval of Minutes – Monday 21st March 2022

The Draft Minutes of the March meeting were accepted as a true record and signed by Chair, Chris Rand.

6. Matters Arising

- **Boughton's Peace - ACTION: CLERK to ask RTM Landscapes for a quote for Boughton's Peace grass cutting.**

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- **Village Website** – integration of RLSC village website into Ashendon Parish Council.
ACTION: CLERK/SM to agree section/layout. The domain expires in December 2022. The integration aims to be completed by summer.
- **Defibrillator for Pollicott**. Installed and registered with South Central Ambulance Service and The Circuit. **ACTION: CLERK** to return VAHT monitoring form. **CLERK/SM** to arrange training session with London Hearts and parishioners.
- **Boughton's Peace Wildlife Project**
A bring and share unit is being constructed. Remaining grant monies will be used for wildflowers and other bird boxes.

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)
- Haddenham and Waddesdon Community Board: Environment Group: **Mark Wakeling**
- Road Safety Working Party: **Fiona Jacobs**
- 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 2022/23 have been previously reviewed by Sian Miller.

9. PC Governance

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

10. PC Meetings

The Parish Council **agreed** to continue meeting on the 3rd Monday of each month at the earlier time of 7.30pm (with the exception of the December meeting (2nd Monday of December). **2022:** 20th June, 19th September, 21st November, 12th December. **2023:** 16th January, 20th March, 17th April (Annual Village Meeting), 15th May (Annual General Meeting), 19th June, 18th September, 20th November, 11th December. **ACTION: CLERK** to book hall and upload meeting dates on website.

11. Contributions from Buckinghamshire Councillor

There were no contributions.

12. Reports from Councillors attending meetings and outside organisations.

- **TfB Stakeholder Event** (Aylesbury TfB depot) - Tuesday 22 March, 5.15pm-6.45pm.
Attended by Sian Miller. An interesting and informative meeting. TfB is working with contractors to bring the service back in-house, giving more value for money.

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13. Correspondence

- Email from Ashendon Playing Field Association requesting contribution towards Ashendon Playing Fields Association annual insurance (premium up by 12.5%).
ACTION: CLERK to seek approval of contribution from BALC.
- Email from Villager requesting Fibre to the home - Ultrafast Broadband. Ashendon is not scheduled to be upgraded by Openreach for Ultrafast broadband at any time soon despite efforts from SM who has met with Greg Smith, MP to try and get Ashendon included. It was agreed the Village needs to start pushing hard for Ultrafast Broadband. **ACTION: SM to invite Parishioners to attend June meeting and invite PI to attend. CLERK to agenda for June meeting.**

14. Litter Pick

It was **agreed** to arrange a Village litter pick, using supplies from Haddenham and Waddesdon Community Board, on **Sunday 22nd May 2022 at 9.30am**. All volunteers to meet in carpark.

ACTION: SM to appeal for Volunteers via facebook and village email. CLERK to arrange collection with Street Scene, Bucks Council.

15. Queen's Platinum Jubilee

- The commemorative Elm (disease resistant) will be purchased and planted in November. This to be registered on the Queen's Green Canopy website (a digital record of the Jubilee tree planting projects across the United Kingdom). **ACTION: MW to arrange a working party for regular watering.**
- A budget of £250 was **agreed** for the packets of wildflower seeds and the Platinum Jubilee Emblem Bookmarks for village children (not available until mid-June).
- **Jubilee Beacon on 2nd June 2022 at exactly 9:45pm. ACTION: CR to carry out Risk Assessment and arrange drinks to Toast the Queen. CLERK to inform PC insurers.**

16. Scots Pine on Boughton's Peace

Councillors agreed to the removal of the pine tree at a cost of £600 (£500.00 + £100.00 VAT). (Fell to ground level, grind out stump thoroughly, clear all arisings and leave site tidy as found). The tree is within the Ashendon Conservation Area and requires a 6 week notice to Bucks Council prior to proceeding. **ACTION: CLERK to instruct contractors.** To agree to remove pine tree in line with contractor's quote. Agreed

17. Speed Awareness Project

- **Wotton Road Footpath.** The proposed pathway is to be located on Thames Water ground. Thames Water had outsourced its land and property management but is now back in house. No response to emails. **ACTION: CR to contact David Crwys-Williams for Thames Water contact.**
- **Speed Indicator Device (SID).** The new SID will be delivered soon. **ACTION: CLERK to invoice Buckinghamshire Council to reclaim agreed funding and check the Parish Council's Insurance (for storage and in use on posts) and Public Liability Insurance (£5m).** A risk assessment is required upon installation. A training session will be arranged with provider, Traffic Technology. Richard Phillips has kindly agreed to house the SID.

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- **Ashendon Community Speed Watch (led by Richard Phillips).** Councillors have attended online training session. Both the SID and Community Speed Watch collect data. Despite appealing for Volunteers, only 6 villagers have volunteered their time (3 of these are Parish Councillors) for the sentinel speed camera (available from Waddesdon Police and at an agreed hire charge of £15 per use). It was reiterated that a good cohort of volunteers is needed to effectively run a speed watch campaign. Volunteers are responsible for collating data and inputting into Police system. It is hoped to have a 'dry run' shortly. The data from the Community Speed Watch provides downloadable data for the Police but the SID will provide data for Ashendon.
- **HS2 Road Safety Fund. ACTION: Councillors to review criteria here for possible contribution to Wotton Road pathway. The deadline is 31st May 2022 at 5 pm**

18. Community Allotment

The Community Allotment, mulched in hay, is now active and growing! Villagers are invited to use a spare growing area for planting any excess/extra seedings. It was agreed to carry forward the budget for maintenance and bulbs (£150) to 2023 as funding is likely to be available then. **ACTION: MW to promote the Community Allotment via Facebook and the Village website.**

19. Children's Play Activity

A budget of £250 was **agreed** (to cover a bouncy castle and face painter plus other). Claire Cook is kindly organising the activity (to be held in August) with the help of other Mums.

20. Finance

- a. **Balance from Minutes of previous meeting (21st March 2022): £30,898.63**
 - **Receipts: £8,883.04** (£8,000 Precept, £573.48 Devolution grant and £309.56 Wildlife grant)
 - **Debits: £123.48** (Npower Business). **ACTION: CLERK to look into large increases.**
 - **Plus unrepresented cheques: £290.00** (Len Holder)
 - **Less standing orders: £499.20** (Clerk Salary)
 - **Balance of Bank Account: £39,448.99** (as at 22nd April 2022)
Available Funds: £39,158.99 (balance of bank account less unrepresented cheques)
- b. **Orders for Payment: £1,025.45**
 - **Venetia Davies - £120.00** (Backdated pay – agreed in 2021/22)
 - **Venetia Davies - £9.45** (Clerk travel)
 - **Venetia Davies - £159.98** (Microsoft Office subscription – 2 years)
 - **RTM Landscapes - £432.00** (£360.00 + £72.00 VAT)
 - **BHIB Insurance - £263.83** (Parish Council annual insurance)
 - **BALC - £40.19** (Membership to Bucks and Milton Keynes Association of Local Councils)
 - **BALANCE: £38,133.54** (Available Funds less Orders for Payment)
- c. **Management Report. ACTION: CLERK to circulate May report following end of year accounts.** VAT spent in the year 2021/22 has now been reclaimed.

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d. Audit/Annual Governance Statement 2021/22.

Councillors reviewed and approved the effectiveness of the system of internal control and the annual governance statement. It also considered the Accounting Statement and approved by resolution. Signed by Chris Rand, Chair and Venetia Davies, Clerk and RFO.

ACTION: CLERK to instruct Internal Auditor and submit audit to PKF Littlejohn.

21. Planning

- **22/00882/APP22/01127/ALB – Barkham, Main Street, Ashendon, HP18 0HB**
Householder application and Listed Building application for demolition of existing front, side and rear extensions and replacement one storey front extension and two storey side and rear extension and replacement double glazed windows. The PC attended a site visit on 23rd April and had NO OBJECTIONS. Submitted.

22. Items for Information including Diary Dates:

- **Grass Cutting schedules:** Verges: w/c 16th May, 13th June, 22nd August, 3rd October.
Boughton's Peace: July and September.
- **H&W Community Board Community Engagement Event** - Thursday 30th June at 2pm, Waddesdon Cricket Club.
- **The Queen's Platinum Jubilee** – Lighting of Beacon – 2 June 2022.
- **Conditions of Village Roads.** **ACTION: CLERK to chase Paul Irwin for update.**
- **WI** – the WI are planting for the Platinum Jubilee on the Church verge.

23. Date and Time of Next Meeting:

Monday 20th June 2022 at 7.30pm in Ashendon Village Hall