

EAST CLAYDON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council
held in the Village Hall
at 8pm on Thursday 14th July 2016**

Present: Councillors Clive Preston (Chair), Peter Wright, Martin Paul, Brian Cable, Esther Turnbull and Liz Truett

Also present: County Councillor Angela Macpherson (from 8.20) and Carole Jackman (clerk).

Action

1. Apologies: Cllr Paul Lupton

2. Co-option of New Councillor

Liz Truett, newly co-opted onto the Parish Council, was welcomed by Cllr Preston and introduced to other Councillors. Liz, in turn, gave a resumé of her background and signed the declaration of acceptance.

3. Minutes of the Meeting held on Thursday 19 May 2016

The minutes of the meeting held on Thursday 19 May 2016 were approved by those present and signed by the Chairman as a true record.

4. Matters Arising

- a. **Speed Watch:** It was noted that a group of 8 to 10 Speed Watch volunteers are now wearing their high-viz jackets and are complying with insurance requirements. Councillors would continue to monitor this to that ensure all processes remain in place.

Action: Cllrs Cable and Turnbull will pass on Council's thanks to the volunteers **BC/ET**

- b. **Village Hall insurance:** Following a question from Cllr Cable, it was confirmed that the village hall is insured by the village hall committee. It does not come under the Parish Council insurance.

5. Planning Applications

There were no planning applications. Cllr Truett asked why applications were not put onto the Parish Council website. Cllr Wright replied that there is a link to the AVDC Planning site.

6. Playground

It was noted that the annual RoSPA inspection is carried out in April or May. As well as the monthly inspection, it was agreed that weekly "overview" inspections would take place and that Councillors would each be allocated a month to do weekly inspections. The following rota was agreed:

August:	Cllr Paul
September:	Cllr Preston
October:	Cllr Turnbull
November:	Cllr Wright

Action: Cllr Cable agreed to circulate a check list. **BC**

It was agreed to try and find other volunteers to do the inspections.

Cllr Cable had requested a quotation to replace the rotten timber.

Cllr Turnbull reported that she had asked an adult not to use the zip-wire which was for children. It was noted that there is a sign at the play area indicating the age group for which the equipment is suitable.

7. Annual Review

The following "annual administrative events" were noted:

February:	Issue grass cutting contract
March:	confirm grass cutting contractor
April:	End of year accounts / submit to internal auditor Review insurance requirements RoSPA Playground inspection
June:	Deadline for approval of end of year accounts / submit to external auditor
October:	Set dates for 2017 Parish Council meetings
November:	Finalise budget
December:	Submit precept request

8. BCC Devolved Services

The following responsibilities / actions were noted:

- a. **Urban grass cutting:** Cllr Turnbull oversees the grass cutting.
- b. **Hedging:** The recent village hall hedging is to be re-charged to the village hall.
Action: Clerk to issue invoice to village hall management committee Clerk
- c. **Siding out:** nothing to report.
- d. **Rights of Way:** nothing to report.
- e. **Weed killing:** nothing to report.
- f. **Maintenance:** nothing to report
- g. **Complaints:** Cllr Turnbull reported that she had received a complaint from a parishioner about the condition of the willow tree on the green.

Action: Cllr Turnbull to get the tree inspected and inform parishioner that this has been carried out ET

It was noted that the field behind Orchard Way is very overgrown.

Action: Clerk to write to the agents to ask what action they are taking to rectify this Clerk

9. Finance and Accounts

- a. **Finance Report:** Clerk presented the finance report which was approved by Council. Cllr Preston requested that an additional column showing the 'Spend against Budget' be added to the Statement of Accounts.

Action: Clerk to update Statement of Accounts Clerk

Payments out		
John Bigsby	Painting of playground equipment	£1,080.00
Stretton Services	Website hosing	£54.00
BALC	ALC Annual subscription	£67.15
Came & Company	Parish Council Insurance Renewal	£717.25
RTM	Divolved services grass cutting	£379.99
John Bigsby	Repairs to playground equipment	£80.00
RTM	Divolved services grass cutting	£379.99
RTM	Village hall hedge cutting	£72.00
Playdale	Repairs to playground equipment	£424.90

- b. **Financial Regulations:** The updated Financial Regulations were adopted by Council.
- c. **Risk Management Policy:** The Risk Management Policy was adopted by Council.
- d. **New Salary Scales:** The Salary Scales, as recommended by NALC, were adopted by Council.
- e. **Bank Mandate:** The new Mandate had still not been set up as Cllr Lupton had not yet taken his ID to the bank.

10. Village Hall

- a. **Management:** The management of the village hall was discussed. Councillors wanted to ensure that the VH Management Committee is discharging its responsibilities and that its relationship with the Parish Council is on a formal basis.

Action: Cllr Cable to email VH Management Committee to ask for a formal response confirming that they have all the relevant insurances and policies in place.

BC

- b. **Redevelopment:** There was no update on the proposed redevelopment.

- c. **Website:** Cllr Wright will add details of the Village Hall and Mushroom Club Committees to the PC Website

Action: Cllr Wright to add to website

PC

11. Best Kept Village

Cllr Turnbull confirmed that East Claydon's entry to the Best Kept Village competition had been accepted, but that she had nothing further to report.

12. Representative Reports

- a. **Vale of Aylesbury Local Plan (VALP):** Cllr Truett attended a presentation on the draft VALP at AVDC on 13th July.

It was noted that residents and other interested parties can comment on any aspect of the draft plan such as the locations identified for new homes and jobs. A series of drop-in sessions will be held throughout the summer in the next stage of the consultation. The closing date for online comments is 5 September.

East Claydon does not need to identify any additional housing sites as its commitment of 7 houses has already been met.

The full draft plan can be down loaded from the AVDC website:

http://www.aylesburyvaldc.gov.uk/sites/default/files/page_downloads/Draft%20VALP%20July%202016.pdf

It was also noted that discussions between County and District Councils are still taking place regarding a Unitary Authority.

- b. **S106 Presentation:** Cllr Cable has registered to attend an S106 and CIL engagement workshop on 22 July.

13. Broadband

Cllr Lupton continues to liaise with Gigaclear who have started to install broadband into the village. It was not clear how it would be installed in Lacemakers, but the hope was that it would use ducts already in place.

14. Bus Shelter

Concern had been expressed about the structural condition of the bus shelter. It was thought that the shelter was owned by the Estate.

Action: Clerk to draft a letter for Cllr Preston to send to the Estate Manager asking for clarification of ownership and maintenance responsibility.

Clerk

15. General Correspondence

The following correspondence had been circulated to Councillors by email

	AVDC	From	Subject	Action
i.	11 July	Democratic Services Officer	News for the Parishes	To Councillors
ii.	4 July	Administration Officer	VALP Presentation 13 July 2016 The Oculus	To Councillors
iii.	4 July	Electoral Services	Alterations to the electoral register	To Councillors
iv.	24 June	Communities Manager	AVDC communities team business review - partner survey	To Councillors

v.	15 June	Snr Communications & Marketing Officer	Changes to recycling and waste collections	To Councillors
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Bucks County Council		From	Subject	Action
i.	1 July	Highways Infrastructure Team	A413 Sustainable Travel Scheme Bulletin #01	To Councillors
ii.	29 June	Paul Hodson	Invitation to S106 and CIL engagement workshop	To Councillors Cllr Cable attending
iii.	3 June	Senior Planning Officer, Forward Plans Community Fulfilment	Draft Vale of Aylesbury Local Plan	To Councillors
iv.	13 June	Committee Assistant	Buckingham Local Area Forum 14 June 2016	To Councillors
v.	1 July		A413 Sustainable Travel Scheme Bulletin #01	To Councillors
vi.	17 June	Dave Smith, Tfb	LAT changes	To Councillors
vii.	7 June		BCC Home to School Transport Consultation Launches	To Councillors
viii.	2 June	Community Engagement & Development Team Communities, Health & Adult Social Care Business Unit	Staff Changes 2	To Councillors

Association of Local Councils		From	Subject	Action
i.	30 June	BALC	BCC Unitary Survey	To Councillors
ii.	15 June	BALC	LTN 41 – Responsibilities of Councils as Landowners LTN 60 – Copies of Planning Documents	To Councillors
iii.	29 June	BALC	BCC Unitary survey/Questionnaire via survey monkey	To Councillors

Other		To	Subject	Action
i.	14 June	Came & Company	Insurance Documentation 2016	To Councillors

Sent items		To	Subject	Action
i.	14 June	Mazars	Annual Return	

16. Any Other Business

- a. C.Cllr AM reported that due to budget pressures the number of Tfb Local Area Technicians had been cut back and Dave Smith had returned to the Claydon area. She also reported that a consultation on Home to School transport is taking place and the deadline for comment is Friday 20 July.
- b. Cllr Turnbull reported that the village magazine has a new editor who was very keen. Deadline for items is the 12th of the month.

Action: Cllr Turnbull and Cllr Wright to liaise regarding items for the magazine which should go onto the website

ET/PW

17. Date of Next Meeting

The next meeting will be held on Thursday 6th October 2016. It was agreed that this should be held at the Greatmoor Energy from Waste Site.

Action: Clerk to organise

Clerk

Meeting closed at 9.30pm