

**EAST CLAYDON PARISH COUNCIL**

**Minutes of the meeting of East Claydon Parish Council  
Held in East Claydon Village Hall  
At 8pm on Thursday 19 April 2018**

**Those Present:** Councillors Peter Wright (Chair), Martin Paul (MP), Paul Lupton (PL) Gary Baldwin (GB), Wayne Marks (WM) and Colin Kitchen (CK)

**Also present:** Carole Jackman (Clerk) and 3 members of the public

**OPEN FORUM:** Nothing was raised.

**Action**

1. **Apologies:** District Councillor John Chilver

2. **Declarations of Interest:** None.

3. **Minutes of the Meeting held on Thursday 15 March 2018**

The minutes of the meeting held on Thursday 15 March 2018 were approved by those Councillors present and signed by the Chairman as a true record.

4. **Matters Arising:**

4.1 **Music in Quiet Places - SATURDAY 5TH MAY 7.30pm**

Cllr MP reported that there are still tickets available for Music in Quiet Places.

4.2 **Verney Farm Close Exit**

It was noted that the hedge adjacent to the Verney Farm Close exit had been cut back.

**Action: Clerk to send thank you letter to resident responsible**

**Clerk**

4.3 **Retirement of Cllr Preston**

It was agreed that Chair would buy Cllr Preston a retirement gift up to the agreed budget.

5. **Planning**

5.1 **AVDC Approved Applications**

**18/00381/APP:** First floor side extension and two storey rear extension and ground floor rear extension (Retrospective). 3 Emerald Close East Claydon Buckinghamshire MK18 2NL

5.2 **Claydon Estate**

Chair reported that he had had a meeting with Nicolas Verney, Paul Firth and John Riches. The Verney Estate has employed Urban and Civic to advise them regarding a possible major city development project at Calvert linked to the E-W Rail and HS2 railways and the Oxford-Cambridge technology concept. No land had been sold and a planning application had not been submitted. The location of the site was not clear and was not made available at the meeting.

6. **Playground**

Cllr GB confirmed that currently there are no maintenance issues and that the Annual RoSPA Inspection would take place in May or June, to get an actual date would cost extra so Cllr GB had decided not to get a date. The school have asked to use the Playground for its Fête on 23 June and to have the grass cut low enough for a running track to be marked out which was agreed. It was also requested that the grass is cut at the playground as soon as possible.

**Action: Clerk to contact RTM to request that the grass is cut as soon as possible and also a few days before the fête to enable the running track to be marked out.**

## 7. Village Speed Watch

**Sentinel Camera:** Cllr WM reported that the Sentinel camera had been received. The Speed watch organiser has the relevant information to enable a rota to be set up to re-start the speed watch.

## 8. Roads and Pathways

### Pot Holes

It was noted that temporary repairs to pot holes were not effective. It was also noted that the Bucks County Council (BCC) website for reporting pot holes had changed.

## 9. Grass / Tree / Hedge cutting

It was noted that one grass cut had taken place.

## 10. Bucks County Council (BCC) / Aylesbury Vale District Council (AVDC)

### 10.1 BCC|AVDC Streamlining Local Government

Reports were not available as representative from BCC and AVDC were not present at the meeting. Chair had attended BCC and AVDC meetings and drafted a response to the Secretary of State supporting two unitary authorities; one in the North and one in the South which council unanimously supported.

**Action: Chair to send to Secretary of State and the Local MP Rt. Hon. John Bercow. Chair**

## 11. Finance and Accounts

11.1 **Finance Report:** Clerk presented the finance report which was approved by Council. The following payments and receipts were noted:

RECEIPTS AND PAYMENTS SINCE MEETING ON 15 MARCH 2018					
Date	Supplier	Ref.	Receipt	Payment	Comments
21/03/2018	CPRE	DD		36.00	Annual membership renewal
22/03/2018	P Wright	159		51.15	P Wright: Printing VH consultation leaflets
19/04/2018	RTM	160		379.99	Devolved services grass cutting
19/04/2018	BALC	161		70.14	Annual membership renewal
19/04/2018	E.on	162		10.37	Street light electricity

### 11.2 DCLG Loan

Following the support at the public consultation held on 11 April, councillors unanimously agreed to apply for a public works loan of £50,000. It was noted that this would necessitate a precept increase of ~26% but that the actual annual repayment would be ~£30 per household per annum which parishioners accepted. It was noted that if the loan eventually was not required it could be cancelled with no financial penalty.

**Action: Chair / Clerk to liaise to submit the loan application Chair / Clerk**

### 11.3 Policies

Councillors had reviewed and accepted the following policies:

- Standing Orders (based on the new model)
- Finance Management

**Action: Clerk to prepare a draft Data Protection Policy taking into account what is so far known of the new legislation ready for issue when the Bill comes into effect on 25 May 2018 Clerk**

## 12. Village Hall redevelopment

### 12.1 Public Consultation

The public consultation had taken place on 11 April which was attended by over 60 parishioners. Prior to the consultation Councillors had carried out a door-to-door survey and also online, receiving support for the renovations from 88% of households.

### 12.2 Quotes

Cllr WM reported that he nearly has completed the task of obtaining three quotes for each part of the building work. He went on to explain the work required following the electrical test which had highlighted some further issues. He also reported that he still is working towards a July start for the work.

### 12.3 Funding

12.3.1 **WREN:** Chair and Cllr WM had spoken to WREN who are happy with the timescale for returning all the additional information they have requested to release the £100,000. It was noted that work MUST NOT start until the agreement has been signed. It was noted that WREN could pay suppliers directly as it was still not clear what VAT could be reclaimed.

12.3.2 **Historic Buildings Trust:** Chair had submitted an application to the historic buildings trust for £30,000, if approved would negate the need for a loan.

### 12.4 Building Work

It was noted that prior to the building work starting, the project manager and village hall booking secretary should liaise to ensure that there are no clashes of dates.

## 13. Data Protection

Clerk had attended a Data Protection Presentation at AVDC which, unfortunately, did not fully cover the requirements for Parish Councils.

**Actions: Cllrs PL, CK and clerk to carry out a study to determine that any personal data held is necessary and is safely stored or safely disposed of.**

**Cllrs PL and CK to look into setting up dedicated email addresses for Councillors. Cllrs PL / CK / Clerk**

## 14. Litter Pick

The litter pick had been held on 15 May but the number of volunteers helping had been disappointingly poor. AVDC had collected the rubbish.

## 15. Best Kept Village Competition

It was noted that another litter pick would be necessary prior to the judging for the Best Kept Village. It was noted that last year a poor score had been received for the path into the nature reserve.

**Action: Cllr GB to inspect the path and chop back any encroaching undergrowth as necessary Cllr GB**

## 16. Dog Poo and Control

It was noted that some dog owners are not picking up their dog mess. It was also disappointing that some owners having picked up were then leaving bags thrown into the hedge or left by the path. This is unacceptable; the bags should either be put in the dog bin or taken home.

**Action: Cllr GB to put a note on the village Facebook page to remind owners of their responsibilities Cllr GB**

## 17. Neighbourhood Watch

A resident wishes to revitalise the Neighbourhood Watch scheme. It was noted that new signs and a new system need to be introduced. A coordinator also needs to be appointed for East Claydon.

**18. Bike Race**

It was noted that poor parking at the Bike Race had caused a problem in the village and that some of the cyclists had been extremely abusive.

**Actions: Cllr GB to add a clause to the terms and conditions of the village hall booking and to discuss with the organisers that any future events shall be better marshalled and that the deposit will not be returned if there are any complaints. Cllr GB to also enquire the cost of marker cones. Cllr GB**

**19. Posts on the Green in Church Way**

Chair had received a quote for £50 to replace the posts on the green in Church Way.

**Action: Chair to confirm order**

**Chair**

**20. General Correspondence**

Correspondence had been circulated to Councillors by email (See appendix 1).

**21. Date of Next Meetings**

The Annual Parish Meeting will be held in the Village Hall at 8pm on Thursday 17 May 2018.

The Annual Meeting of the Parish Council will follow at 8.30pm Village hall AGM.

The Village Hall AGM will take place prior to the Parish Council meetings at 7.30pm.

Meeting closed at 9.01pm

## APPENDIX 1

AVDC		From	Subject
i.	13 Apr	Parish Liaison Officer	Unitary meeting agenda
ii.	9 Apr	Electoral & Democratic Officer	Alterations to the electoral register
iii.	26 Mar	Democratic Specialist (Community Fulfilment)	East Claydon PC - Councillor registers of interests – request for more information
iv.	23 Mar	Electoral & Democratic Officer	News for the Parishes - March 2018
v.	22 Apr	Communications & Marketing Officer	Press release - AVDC councillors agree next steps following unitary announcement
vi.	19 Mar	Grants and Voluntary Sector Support Officer	Government commits to further support for neighbourhood planning
vii.	16 Mar	Planning	Ref. No: 18/00381/APP   Status: Householder Approved
viii.	16 Mar	Planning	Ref. No: 18/00067/APP   Status: Application Withdrawn
ix.	14 Mar	Neil Blake	Update following Monday's announcement

BCC		From	Subject
i.	9 Apr		Change of date and location for meeting 26/06/2018, 18:30, Buckingham Local Area Forum
ii.	6 Apr	Customer & Communications Officer	MEETINGS FOR TOWN AND PARISH COUNCILS WITH MARTIN TETT ON THE PROPOSED NEW COUNCIL FOR BUCKINGHAMSHIRE
iii.	26 Mar	CC Angela Macpherson	Children's Centres & other items
iv.	21 Mar	Senior Bridge Engineer	RE: Letter to frontages - East Claydon Road - East Claydon Bridge over the Claydon Brook 26-02-18
v.	21 Mar	CC Angela Macpherson	East & Botolph Claydon Village Hall – support for WREN project

Association of Local Councils		From	Subject
i.	13 Apr	B &MK ALC	Parish Liaison Meeting - Wednesday 2 May
ii.	11 Apr	B &MK ALC	Consultation: unauthorised developments and encampments
iii.	11 Apr	B &MK ALC	Meeting with County Council
iv.	11 Apr	B &MK ALC	New Model Standing Orders and LTN's
v.	28 Mar	B &MK ALC	BMKALC - Easter 2018 Update
vi.	28 Mar	B &MK ALC	S137 increase and Governance and Accountability - practitioners guide
vii.	19 Mar	B &MK ALC	BMKALC weekly update 19/3/18

Other		From	Subject
i.	10 April	HMRC	Changes to way of making VAT claim
ii.	12 April	DCK Accounting Solutions Ltd	VAT
iii.	23 Apr	WREN	Logo's and guide on how to submit a change request form
iv.	22 Apr	WREN	RE: CF-1045 - East Claydon Village Hall Repair & Refurbishment – confirmation of receipt of FCC payment
v.	21 Mar	John Bercow	WREN support
	28 Mar	SBA Team	2017/18 AGAR and external auditor instructions