

Preston Bissett Parish Council Meeting

Parish Councillors attended the Parish Council Meeting which was held on Thursday 6th June 2019 in The Old School Preston Bissett, the meeting commenced at 7.45pm.

Attendees: Graham Ellis, Jean Turner, Jackie Wood,

MINUTES

- June619/001 Apologies
Nic Wheble, Graham Gulliver, Pat Webb, Matt Killick
- June619/002 Declaration of Interests
Graham Gulliver for Planning application (June619/005-2)
- June619/003 Approval of Minutes from 2nd May 2019 Meeting
Minutes approved, signed and uploaded onto website
- June619/004 Payments and Finances for Approval by the Parish Council
- June619/004-1 Clerks Salary
£108.00 Paid to Mrs H Nethercleft (April) (25 hours worked)
- June619/004-2 HP Printer Cartridge refill
£3.49 Paid to Mrs H Nethercleft
- June619/004-3 RoSPA Play Safety – Playground Inspection report fee
£168.60 Paid to Playsafety Ltd
- June619/004-4 Parish Council Insurance Policy now with Parish Protect
£360.96 Paid to Business Services at CAS Ltd
- June619/004-5 Postage Stamp purchase reimbursement
£7.32 Paid to Mrs H Nethercleft
- June629/004-6 Salvation Army Clothing Bin
£5.29 received from Clothing Collection Scheme (N.B. Clerk now requested to go paperless with the PC's remittance advice)
- June619/004-7 HMRC Vat claim for 2018-19 reimbursement
£885.66 received

- June619/005 Planning Applications received prior to the meeting
- June619/005-1 19/01774/AGN – Land North of Copperhouse Farm College Farm Hillesden. Erection of steel portal frame barn to provide storing fodder and shelter for livestock. Graham Gulliver has reviewed the application and in his absence advised the Clerk that *“it simply appears to be a straight forward application for an agricultural building and I can see no reason other than to agree with the application”*. PC has no objection.
- June619/005-2 19/02001/APP – Unit 3 Church Farm, Single Storey 2-bay oak frame garage and log/tool shed. PC has no objection.
- June619/006 Yearly Planner Action
- June619/006-1 Insurance policy review. Three quotes obtained and reviewed by Clerk and RFO. Put to the Councillors vote via email. PC insurance now held with Parish Protect for three years at an annual fee of £360.96 (a saving of £164 pa on our previous policy). Zurich policy has been cancelled and Clerk holds all new policy documents.
- June619/006-2 Standing Orders review and update. **Clerk to review NALC guidance, check for updates and report back to the PC.**
- June619/007 Correspondence
- June619/007-1 Information added to the Noticeboard:
- Armed Forces Day – Saturday 29th June, Wycombe Air Park
- June619/007-2 VE Day 75th Anniversary celebrations for 8th-10th May 2020. Clerk has contacted Church to find out what they would like to plan to mark the occasion. Would the PC like to mark the occasion in some way? Ideas have been provided by SSAFA (The Armed forces charity). **PC suggested that a sub-group be created (from members of the Events committee and Church) would be best placed to arrange celebrations. Clerk to contact Ron Aspinall (Church Warden) to discuss).**
- June619/007-3 Suggestion has been received that a good idea for a grant application would be flower planters for the village. **Clerk to**

draft a proposal for this to distribute to the Village, to be approved at the next PC meeting once more of the Councillors in attendance.

June619/007-4 AVDC has launched it's new planning portal. Clerk has undertaken online training on how to use the portal, and all future planning responses submitted by the PC will be done so using the new portal.

June619/007-5 RoSPA Recreation Ground Play equipment annual safety report has been received. Clerk forwarded to Graham Ellis and Matt Killick for review. All items low risk except for the following that are considered medium risk:

- Basketball Post – Treat and repair corrosion
- Cableway – Dismantle and check
- Football pitch net – replace missing bolt
- Multi-use games area – Fix gate
- Swing basket – Dismantle and check
- Replace Hammock in Teen Shelter

Clerk contacted RoSPA for a quote to resolve these medium risk issues. **RoSPA reported that it does not maintain playground equipment, but has recommended companies who can. Clerk to contact list of companies for quotes, including Playdale who installed most of the equipment.**

June619/007-6 Angela Macpherson (Leader Aylesbury Vale District Council, District Councillor Marsh Gibbon Ward , County Councillor Grendon Underwood Division), has provided her year end report (see appendix 1), and requested attendance at one of our future meetings. Clerk provided meeting dates and Angela has confirmed that she will attend in July, October or November.

June619/007-7 Japanese Knot Weed at the Hedgehog Haven site is back. Tingewick PC have been in touch with Charlie Clare, TfB and BCC to try and get the weed treated. Clerk will inform PC of any future updates.

June619/008 Meetings and Training

June619/008-1 Buckingham Local Area Forum - Thursday 13th June 2019 6.30 pm. Proposed venue: Tingewick Village Hall, Main St, Tingewick, Buckingham MK18 4NN – **Graham Ellis Attending**

- June619/008-2 Design workshop – to see how our Council would like to work with the new Buckinghamshire Unitary Council. Our nearest workshop is on Wednesday 12th June, 6-8pm – Community Centre, Cornwall Meadows, Buckingham, MK18 1RP. **Graham Ellis has booked on to this workshop.**
- June619/008-3 BMKALC - Training Schedule for the year has been published. Clerk forwarded to Councillors.
- June619/009 Action List
See list attached for updates
- June619/010 Items for the next Agenda
- June629/010-1 Confirm dates for future PC meetings, including dates for HS2 representatives (as and when new information regarding HS2 comes to light).
- June619/011 Date of next meeting - 11th July 7.45pm
- June619/012 Close of Meeting
- June619/013 Open Forum

Meeting end: 8.45pm

Hollie Nethercleft, Clerk:prestonbissettparishcouncil@outlook.com

Preston Bissett Parish Council website www.prestonbissett.co.uk

Email: parishcouncil@prestonbissett.co.uk



Action List

Reference	Issue and Background	Action required	Person Actioning
Dec618/007 -1	<p>Review of Street lighting monthly cost, quarterly maintenance fee, and option to transfer to solar power. Streetlighting is one of our largest costs. The Chairman asked Nic Wheble and Clerk to investigate ownership of current 'lampposts', any limitations we have regarding options to switch providers, obtain quotes from other providers and look into all options available for the Village, and report findings. (See appendix of 6/12/18 Minutes for full details of Clerk's findings). Clerks findings discussed, and decision made to investigate options via EDF Energy and report back</p>	<p>Pat Webb has started investigations into the options available and types of Grants. Now wishes to meet with Aylesbury Electrical to discuss needs in more detail and arrange a formal quote for upgrade, and maintenance costings. Pat has arranged a meeting for 10am on 5th July, is anyone else able to attend this with her?</p>	PW, NW
Dec618/007-3	<p>Finances & Banking – PBPC has three bank accounts</p> <ul style="list-style-type: none"> • Statements to be sent to Clerks or Nic's address • Account 3 – does it still have money in it, can this be transferred to account number 2, and then closed? • Account 1 & 2 then need internet banking (not for payment set up, but to be able to do account to account transfers so that one account can be for our Precept and regular payments, and the other for any 	<p>New mandate needs to be completed, bank has NOT change any of the details as requested in January. GE to complete and submit new mandate, and re-submit again, clerk posted 19/3/19. Bank has yet again rejected the Mandate and re-sent another to be signed and returned. Clerk posted to bank 8/05/19. MANDATE HAS FINALLY BEEN ACCEPTED!</p> <p>Clerk has received an activation card and details for Nic Wheble to enable internet</p>	<p>GE</p> <p>Clerk</p>

	<p>income we receive (clothing bin, etc), for savings) so that we can accurately view balances. Can we also check how far internet banking takes us, ideally we need 7 years. We can also then cancel paper statements, which will save on storage and make us more eco-friendly!</p> <ul style="list-style-type: none"> • Account 1 we need to change the cheque book signatories from Graham G to Nic W and new cheque book ordered. • Account 2 – can this be a savings account i.e. can we earn some interest on this? 	<p>banking use. Clerk to confirm if further internet access application required? PC recommends that Clerk obtain her own access, so that banking instructions and access is clear.</p> <p>Clerk to re-apply for internet access AGAIN once new mandate processes (10 days after submitting).</p> <p>Once Clerk has access online, she will re-assess what needs to be done, such as change of address, savings account balances, old account closures, etc.</p>	Clerk
Mar1419/007-2	Recreation Ground Works	<p>GE has updated the renovation list and asked that Clerk arranges dates in April and to request help from the Village in clearing and tidying the rec. ground and playground before the new contractors start work in maintaining it over the summer. Matt has inspected site, Councillors to discuss findings. Matt absent from 6th June meeting, so matter put on hold until his return.</p> <p>Obtain quotes for signage. Also add signage regarding overnight parking, and gate closure at Councils discretion.</p>	<p>MK & Clerk</p> <p>MK</p>
Apr419/012 -01	One resident has noted that an Owl Box has been nailed too his tree, and has requested	Jackie Wood contacted 'Give-a-Hoot', who confirmed that they would remove the box	JW

	it's removal. Jackie Wood kindly offered to contact Give-a-Hoot to request it's removal.	<p>when next in the area.</p> <p>Clerk informed Mr. D'Silva and asked that 'Give-a-Hoot' contact Mr. D'Silva directly to advise exactly when they would be removing the box to ask him permission to do so from his land. They have advised sometime in May 2019.</p> <p>Mr D'Silva has written to Give-a-Hoot (cc. Clerk) as the box has not yet been removed.</p>	Clerk
May219/006-2	AGAR return to be signed and approved by Chairman and RFO. Clerk to submit exemption certificate to PKF Littlejohn, notify Village of dates in which the accounts will be available for viewing, and publish accounts online. Signed off subject to depreciation correction. Clerk to send to PKF LittleJohn, publish on website and advise all on the dates the accounts will be available for public viewing.	<p>Depreciation figure agreed. Clerk submitted AGAR exemption certificate and contact form 15/5/19.</p> <p>Clerk published on website and advised all of the dates the accounts will be available for public viewing.</p> <p>Closed</p>	Clerk
May219/006-5	Graveyard donation – Clerk to confirm legalities of such a donation and report back to PC.	Clerk has reviewed NALC guidance and forwarded advice to Chairman. Advice discussed by PC and it is clear that the PC is unable to donate to the Church unless the funds are to be used for maintenance of a 'closed Churchyard', which is not the case here. Closed.	Clerk
May219/006-6	Insurance review required – Nic Wheble to report on Insurance review. Clerk also	Clerk submitted new register of assets to Zurich and received quote for Insurance	Clerk/NW

	<p>enquired whether new playground equipment needs to be added to the Insurance policy, or is covered. Nic reported that Councillors and Clerk are covered in the event of legal action taken against the PC. Nic also confirmed that Clerk must submit a new register of Assets to the Insurer.</p>	<p>renewal.</p> <p>Clerk obtained quotes from Parish Protect and Came & Co. for comparison.</p> <p>Nic Wheble undertook comparison of quotes received (see Appendix 2) and due to the short time-scale emailed to Councillors to vote. See June619/006-1. Closed</p>	
May219/006-9	<p>Website Domain name renewal – Nic Wheble to arrange renewal and invoice PC accordingly.</p>		NW

Appendix 1 - Report for 2019 Annual Parish Meeting

VALP (Vale of Aylesbury Local Plan)

Officers are finalising the modifications requested by the Inspector before they are returned to him prior to public consultation this summer. The modifications include site assembly work with additional transport modelling of sites in close proximity to Milton Keynes, flood risk assessment and water cycle studies, habitats regulation and sustainability appraisals. AVDC is currently awaiting transport modelling comments from the county to complete the sustainability appraisal. Following the six week public consultation we hope the Inspector will then issue his report and we can move towards the adoption of the VALP this autumn.

Planning and Enforcement

The current workload in planning and enforcement continues to be very high with unprecedented numbers of applications being processed. Whilst the Government's own targets are easily exceeded at AVDC in terms of determination of a percentage of applications within a certain time scale, we recognise that this is not a bench mark which is welcomed by disappointed parish councils and applicants.

We continue to look at ways to increase the level of liaison between our customer service teams and planning staff managing casework with the aim that we become more responsive to application queries in response to the most frequent complaint we receive that "officers do not respond to application updates" To this end we have seen the introduction of a planning liaison officer Hazrat Hussain, to help parishes with communication about local applications.

hhussain@aylesburyvaledc.gov.uk

It is important to note that AVDC is one of the busiest planning departments in the country but this is absolutely not acceptable for delivering poor customer service and since becoming leader of the council I am insisting that officers work on initiatives to improve the service we provide.

The number of planning and enforcement officers at the council remains a significant challenge. There is a national shortage of professional officers but recent recruitment has been successful and we are nearer to our desired number.

Waste and recycling

We are in the process of transformation in this department. The majority of vehicles have been renewed and there are around 30 in total. The number of new properties in the Vale has increased dramatically and this has resulted in the need to redevelop and expand the depot at Pembroke Road in Aylesbury. Additionally the collection rounds needed to be reviewed at the end of last year. It is a credit to the team that this change went very smoothly with very few missed bins or complaints and considering there are c75000 homes in the Vale this was an excellent result.

Homelessness support

The council has been successful in bidding for central government funding to support some of our most vulnerable residents who are either homeless or are rough sleepers. This funding targets those most in need and involves multi agency working with social

care, police, job centres, DWP and addiction support services to provide more security and stability in their lives.

Micro grants

AVDC cabinet took the decision that the microgrants scheme for parishes and local groups should continue for 2019/2020 until the councils merge. This offers a regular opportunity for parishes and community groups, supported by their parish council, to bid for funding up to £1000 for local projects. This has proved popular across the Vale and particularly beneficial for smaller more rural parishes

Kind regards
Angela

Appendix 2 – Insurance review

	Parish Protect	Zurich	AXA	
Premium	£ 379.96	£ 524.84	£ 534.08	
long term fee (3 years)			£ 509.88	
Property	£ 75,000.00	£ 64,000.00	£ 64,000.00	Per our asset list
Business Interruption	£ 5,000.00		£ 10,000.00	
Money - up to	£ 2,000.00	£ 5,000.00	£ 10,000.00	
Liability -				
Employers	£ 10,000,000.00	£ 10,000,000.00	£ 10,000,000.00	
Public Liability				
One Event	£ 10,000,000.00	£ 12,000,000.00	£ 10,000,000.00	
Injury/Libel/Slander	£ 250,000.00	£ 250,000.00	£ 500,000.00	
Environmental clean-up	£ 1,000,000.00	Included	£ 1,000,000.00	
Indemnity to hirer	£ 2,000,000.00	Included	£ 5,000,000.00	
Legal Defence - all claims	£ 250,000.00			
Fidelity	£ 25,000.00	£ 250,000.00		
Excess	£ 500.00			
Legal Expenses - total	£ 1,000,000.00	£ 100,000.00	£ 500,000.00	
Officials Liability	£ 1,000,000.00		£ 500,000.00	
Personal Accident	£ 25,000.00	£ 2,000,000.00	£ 100,000.00	