

been £108 and January's payment £162, so for accounting and records purposes Clerk is taking payment for December this month)

- Feb620/004-3 HP instant ink bill for January 2020
£3.49 paid to Mrs H Netherclef
- Feb620/004-4 E.On street lighting quarterly bill
£239.93 paid to E.ON
- Feb620/004-5 Salvation Army Clothing Bin
£2.70 received on 22nd January 2020
- Feb620/004-6 Advertisement for Clerk job in 'Life Together'
£11 paid to The Swan Group Ministry
- Feb620/005 Planning Applications received prior to the meeting
- Feb620/005-1 20/00100/APP – Casemore Farm Cottage, Preston Bissett Road; Conversion on existing barns into ancillary parents annexe accommodation. Council agreed no objections. Clerk submitted response to AVDC.
- Feb620/005-2 20/00095/ABL – The Old Rectory, North End, Preston Bissett; Demolition of disused woodshed and return woodshed 'footprint' to match existing lawn. Council agreed no objections. Clerk submitted response to AVDC.
- Feb620/006 Yearly Planner Action
- Feb620/006-1 Apply to PKF Littlejohn for audit exemption. Awaiting advice from PKF.
- Feb620/006-2 Book Melanie Rose to audit PBPC accounts in March/April 2020. Clerk emailed to book auditor 20/01/20. Melanie Rose has informed the Clerk that fees have increased to £50 + mileage. Clerk asks for permission to book. Chairman asked **Clerk to book Melanie Rose for mid-April.**
- Feb620/006-3 Village Liaison report – Nothing to report.
- Feb620/007 Correspondence
- Feb620/007-1 Information added to the Noticeboard:
- Buckingham Community pantomime

- Feb620/007-2 HS2's Cheryl Snudden emailed PC's about public engagement on CDE's. Commencing route wide public engagement on CDEs for a 4 week period between 2nd and 30th January. The three CDE elements subject to the engagement are: parapets (part of bridges and viaducts), piers (another part of bridges and viaducts) and lineside noise barriers (used to compensate for the sound of high speed trains). Asked for PBPC's feedback. PBPC has no response.
- Feb620/007-3 Western Power have requested approval for works required to the Recreation ground to clear trees from overhead cables. PC to approve. Matt asked to request postponement to planned works due to concern over damage to the football grounds if heavy machinery is used.
- Feb620/007-4 BMKALC New Website is about to launch, we will need to register to gain access. Clerk will register and let all Cllrs know login details.
- Feb620/007-5 Owl Box at the D'Silva's has now been removed.
- Feb620/007-6 Election documentation received with regards to advertising for Councillors and advice to all considering joining the PC. Information available on request. Further election information received from AVDC, who are organising the Village elections. They will be held on 7th May and further information will follow.
- Feb620/007-7 Recreation Ground contracts review and renew - Graham Gulliver has tendered a quote for grass and hedgerow maintenance of the Recreation ground for 2010. Council to consider. This tender is valued at less than £5,000. Council agreed to new contract. Clerk to forward financial details to RFO.
- Feb620/007-8 Clerk advertised role in 'Life Together' at a cost of £11, Chairman agreed to cost, invoice now paid.
- Feb620/007-9 New Streetlighting was installed (invoice to follow). A number of verbal complaints have been received by the Clerk regarding the brightness of the new lights. Three written complaints (one from the Clerk) have been received requesting that something be done to dim the lights as sleep is being disturbed.

Complaints forwarded to Cllrs, options to be discussed.

Options:

- Introducing a 'black out period', which will mean that timers will have to be installed into the light fittings
- Blacking out the lights of residents who are being disturbed (more effectively than currently done)
- Lowering the wattage of the bulbs

Pat Webb kindly agreed to communicate with the company to get the last light (number 15, the common) changed to the new bulbs, and discuss the above options.

Feb620/008

Meetings and Training

Feb620/008-1

BMKALC training dates, forwarded to Cllrs for review. Discuss training needs. Too early for new Clerk's training, but will be considered once new Clerk employed.

Feb620/008-2

Buckinghamshire and Milton Keynes Association of Local Councils Liaison Meeting with Buckinghamshire County Council. At 18.30 on 29th January 2020 at County Hall, Mezz Rooms 1 and 2. Details forwarded to Cllrs 20/01/20

Feb620/008-3

HS2 and their Main Works Contractor, Eiffage Kier would like to invite Parish Council representatives to a presentation to be delivered to Preston Bissett PC. Held on 5 February 2020 in Newton Purcell Village Hall between 7pm – 9pm,

The purpose of this presentation will be to share with you further information on:-

- Information on the recent noise model and proposed mitigation relating to the operational railway
- Landscaping proposals for your local area
- Information on the construction approach and arrangements
- Update on the latest programme of works
- Local Traffic Management Plans

Clerk emailed Cllrs to ask if anyone could attend. Matt Killick was unable to attend, no response from other Cllrs.

Feb620/008-4 NALC has announced it's Spring Conference date as 17th March 2020. No Cllrs attending.

Feb620/009 Action List
See list attached for updates

Feb620/010 Items for the next Agenda

Feb620/011 Date of next meeting
Thursday 5th March 2020, 7.45pm

Feb620/012 Close of Meeting

Feb620/012-1 A request was made for White lines and a new 'Give Way' sign at the junction of Bushy Lane and Main Street. Cllrs agreed that only lines are needed. Clerk to action.

Feb620/013 Open Forum

Meeting end: 9.00pm

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	Street Lighting conversion to LED's	Pat Webb to ask Aylesbury Mains to proceed with Streetlighting changes. To notify Clerk of start date so that a notice can be put out to all residents informing them of the works. Actioned 15/11/19, PW will chase and find out about blacking out parts of the light fittings.	PW
Mar1419/007-2	Recreation Ground works	Matt Killick to fix bench in playground.	MK
Sept519/006-2	NALC have issued updated model Financial Policy. Council to consider whether to update our Financial Policy in line with the new draft.	Chairman raised a few additional matters as a result of this review: <ol style="list-style-type: none"> 1. Online banking login/passwords need to be recorded. RFO unable to provide as it is personal too him. Clerk suggests that Chairman applies for online banking access to, so that we can meet NALC guidance and the Financial policy requirements. GE will try. 2. Salary reviews should be scheduled every November. Clerk to check that the Clerk to add to annual planner. Complete. 3. Minimum quarterly review of bank transactions is required. RFO to 	GE Clerk Clerk

		<p>report monthly on opening/closing balance and transactions. Complete</p> <p>4. budget control measures within the policy tally with the Standing Orders of the PC. Clerk amended, Cllrs to signed. Clerk filed and amended records to show that this policy has been reviewed and update agreed.</p>	
Sept519/006-6	Layby in Pound lane was missed out during the resurfacing works. Cllr Clare to confirm who 'owns' the layby (BCC/PBPC/AVDC)	JW to chase.	JW/Clerk
Sept519/013-4	Report of potentially blocked drain on Main Street, outside Mastings, and blocked drain on pound Lane outside Lilac Cottage	Chairman to write letter to BCC regarding these issues if they have not resolved the problems by January 2020.	GE
Jan220/007-2	Church Walk and White Hart - Clerk discussed with the tenants of the White Hart, who requested a formal letter of complaint be submitted to them so that they can forward this to the Owner of the property for action	<p>Clerk to draft letter, Chairman signed electronically. Clerk hand delivered 17/01/20. Landlord contacted Chairman to confirm that he will put up a permanent fence, and make the temporary fence safe in the mean-time. Council to give one month for repairs to take place and review again.</p> <p>Clerk to report issue to BCC. Issue has been reported, and no update posted.</p>	<p>Clerk & GE</p> <p>Clerk</p>
Jan220/007-6	The PC has noted that many 'neighbourhood disputes' have been referred	Clerk to draft complaints policy for agreement and adoption at the next	GE

	to the PC over the last year and feel that it is time a Complaints policy was formally adopted.	meeting. Drafted and sent to Cllrs 03/01/20. GE amended; new draft sent to Cllrs 28/01/20. Cllrs requested further clarification regarding anonymity. Chairman to amend accordingly.	
Jan220/012-1	Clerk Vacancy – discussed how to proceed. PC decided to widen the search and re-advertise the position in light of the salary review.	<p>Clerk to draft new advert (sent to Cllrs 3/01/20) and post it on the village website and in 'Life Together'. Completed</p> <p>Clerk to send copy to Matt Killick to distribute on social media and to post in Steeple Claydon, Calvert, Buckingham, etc. Completed</p> <p>13 replies have been received, 6 CV's submitted and the Chairman has shortlisted three applicant for interview. Jackie Wood, Matt Killick and Graham Ellis will interview applicants week beginning 10th February 2020.</p>	<p>Clerk</p> <p>Clerk & MK</p> <p>JW, GE, MK</p>
Dec519/007-5	Chairman requested new tennis net, as the old one has now disintegrated. PC agreed, but decided that this should be purchased in time for the new season next year. Clerk to add to Agenda for March 2020.		Clerk

