

Preston Bissett Parish Council Meeting

Parish Councillors attended the Parish Council Meeting held on Thursday 18th June 2020 in via Team link, hosted by Nic Wheble, the meeting commenced at 7.45pm.

Attendees: Graham Ellis, Jackie Wood, Nic Wheble, Matt Killick and Pat Webb

Minutes

Jun1820/001 Apologies Jean Turner and Graham Gulliver unable to connect to Team. Deborah Gregory

NOTE: Deborah Gregory has resigned her role as Parish Clerk w.e.f.17 June 2020 due to ill health. The Councillors accepted her resignation and wished her a speedy recovery.

Jun41820/002 Declaration of Interests
None

Jun1820/003 Approval of Minutes from 7th May 2020 Meeting
Minutes approved. Signed by the Chairman

Jun1820/004 Payments and Finances for Approval by the Parish Council

Jun1820/004-1 Qtrly Bank Reconciliation report from RFO: All in order.
Current bank account £8952.87 having received half yearly precept £2825 . Other account has £3612.26

Jun1820/004-2 Clerks Salary
£162 Payable to Mrs Deborah Gregory – May 20 salary
£81 Payable to Mrs Deborah Gregory – Part June salary

£183.10 credit rec'd from EON Electricity (new lower usage agreed w.e.f. Jan2020

Hollie Nethercleft repayment for Microsoft 365 £59.99
-
Zurich Insurance renewal 'Business Services at CAS Ltd'
- £360.96 (see review agreed /006-4)

BMKALC subscription - £51.71

£0.85 rec'd from Salvation Army

- Jun1820/005 Planning Applications received prior to the meeting
None
- Jun1820/006 Yearly Planner Action
- Jun1820/006-1 Approval of year end received from PKF Littlejohn – publish on village website (clerk) - OUTSTANDING
- Jun1820/006-2 Standing orders update (GE) – approved, but need to add temporary measure for voting when in virtual meetings
ACTION GE
- Jun1820/006-3 Asset register update(Clerk) - OUTSTANDING
- Jun1820/006-4 Insurance review and pay – confirm assets in policy (NW/ clerk) – Review completed and payment agreed
- Jun1820/006-5 Renovation check list for recreation ground and status (MK) – agreed carry over to July meeting and combine with review of RoSPA Inspection Report – ACTION MK
- Jun1820/007 Correspondence or previously circulated items for review and approval
- Jun1820/007-1 Information to be added to the Noticeboard:
- Notice regarding Resident Issues, concerns and complaints handling
- Minutes of June meeting
- Any revisions to Use of Recreation Ground and Salvation Army recycling bin (see Action Log)
- Jun1820/007-2 Villager suggestions to improve use of tennis court
Centre Net Band – agreed
Court Broom – agreed*
Line Marker Cart and 6 spray cans – agreed*
*Subject to agreement on where to store
ACTION GE
- Jun1820/007-3 Mowing of Recreation Area – mower to be sited closer
Councillors considered options of on site store/shed, use of neighbour spare(?) storage. However these options then require other users (e.g.for cutting the graveyard/entrance to the church)

to collect the mower from the Recreation area. Decided not to change current store location and to request Broom and Marker cart be stored there too.

Jun1820/007-4 Final draft of villager complaints procedure
-Approved

Jun1820/007-5 Consider ideas and prioritize top 3 projects we would like to do in the village, and decide how we are going to fund and gain villager approval.
Councillors to review at July meeting

Jun1820/008 Correspondence rec'd between June 4th and June 18th

Jun1820/008-1 Email from K D'Silva concerning the awful state of the car park in front 5 garages at the rear of 2-5 The Elms.
Councillors noted that these premises are owned by AVDC/Aylesbury Vale Housing Trust ? which are now subsumed by the new Bucks Council. Complaints should be addressed directly to Bucks Council. ACTION GE to inform KD'S

Jun1820/009 Meetings and Training

Nothing to report

Jun1820/010 Action List – OPEN
See list attached for updates

Jun1820/011 Items for the next Agenda

Jun1820/012 Date of next meeting
16th July 2020(due to delay in June meeting) Subject to Old School availability and Covid precautions in place.

Jun1820/016 Close of Meeting

Jun1820/017 Open Forum

Meeting end:

Preston Bissett Parish Council website www.prestonbissett.co.uk
Email: parishcouncil@prestonbissett.co.uk **CURRENT OPEN ACTIONS**

Reference	Issue and Background	Action required	Person Actioning
Feb620/007-9	Street Lighting conversion to LED's	<p>Willie Moore of AM has considered all the options we put forward to adjust each Lamp. His position is that the only adjustment he will make is to place a deflector shield at the back of lamps 2,3,5,8,9. Where these lamps are directly in front of villager property.</p> <p>Chairman instructed AM to fix No6, remove bulb at Easter and install in The Common lamp. Also asked them as a trial to put a rear shield on lamp 3 outside Oakleigh House.</p> <p>Clerk emailed all who have been disturbed by the new streetlights.</p>	<p>PW/ Clerk</p> <p>Completed</p> <p>No. PC assets.</p>
		<p>One new complaint received. Clerk responded to this 18/3/20. Resident understood the situation but asked if there is anyway of shielding the front of the lamp, at the residents own cost?</p> <p>PC to chase AM re the backlog of repair at Meadow View and installations as above when AM start back to work</p>	PW

<p>Sept519/0 06-6</p>	<p>Layby in Pound lane was missed out during the resurfacing works. Cllr Clare to confirm who 'owns' the layby (BCC/PBPC/AVDC)</p>	<p>JW to chase. Clerk contacted Mary McElhinney, TfB, to see if she could clarify ownership. 10/02/20. Chased again 16/3/20. C Claire confirmed that the Lay-by is owned by Bucks Council. Bucks TfB have no early plans to resurface Clerk to enter into Fix My street and Councillors to encourage residents to do the same</p>	<p>JW/ Clerk Clerk</p>
<p>Jan220/0 07-2</p>	<p>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>	<p>Landlord has not yet resolved the issue. Villager reported that someone has tripped on the hazards. Chairman wrote giving a deadline of 2nd April for the temporary fence to be removed.</p>	<p>GE</p>
		<p>Landlord has improved temporary fence. Defer further action until July 2020 PC meeting in view of covid-19 impact on construction</p>	

Jan220/0 07-6	The PC has noted that many 'neighbourhood disputes' have been referred to the PC over the last year and feel that it is time a Complaints policy was formally adopted.	Clerk to draft complaints policy for agreement and adoption at the next 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. Revision circulated to Councillor MK, for approval in June Meeting	GE Agreed & CLOSED
Feb620/0 07-4	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. New website experiencing teething problems, no news yet on login details.	Clerk
Mar520/0 06-1	Apply to PKF Littlejohn for audit exemption. Awaiting advice from PKF.	Apply once forms received.	Clerk
Mar520/0 06-2	Book Melanie Rose to audit PBPC accounts in March/April 2020. Clerk emailed to book auditor 20/01/20. Melanie Rose	Clerk to complete Audit and arrange location.	
	fees have increased to £50 + mileage. booked Auditor for Tuesday 14 th April 2020, location , 7pm, to be confirmed once new Clerk started role.		

Mar520/0 06-5	Recreation Ground Mowing rota. It was felt that this worked well last year.	We had six kind villagers offer to help on the rote. Clerk drew up rota and sent to all. Feedback from last years' volunteers was that it was very laborious pushing the mower around to the Rec ground and the PC was asked whether they could perhaps ask one of the Villagers on near the Rec ground if they would store the mower and petrol for a small annual fee. PC decided to keep Mower at current store location	CLOSE D
April	No Meeting due to Lockdown		
May720/0 04-8	Renewal of PC Insurance Policy	NW and GE to review renewal policy terms and propose to PC at next meeting	Agreed CLOSE D
May720/0 06-1	Year end return	Clerk to review with Melanie Rose and follow up with NW outside meeting	CLOSE D
May720/0 06-2	GDPR Policies post review	Send to Clerk	CLOSE D
May720/0 06-3	Annual VAT return and claim submit	Clerk to liaise with Melanie and follow up with NW outside meeting	Clerk/ NW
May720/0 06-4	BMKALC Subscription	To be paid in June	CLOSE D
May720/0 06-5	Microsoft Office 365 annual payment	To be paid by Clerk and reimbursed June - closed Clerk to ensure Mrs Nethercleft card details are deleted from this account	Clerk

Jun1820/ 006-2	Standing Orders	Add in temporary voting system during virtual meetings	GE
Jun1820/ 006-5	Renovation check list and RoSPA report review	Review and adjust renovation check list for recreation ground AND Review and make recommendations from RoSPA Inspection reports at July meeting	MK
Jun1820/ 007-2	Tennis Area Equipment	Purchase all items recommended and secure storage with GG	GE
Jun1820/ 007-5	New projects for Village	Provide list and justification for new projects for July meeting review and decide top 3. Proceed to inform villagers subject to gain grant funding	ALL
Jun1820/ 008-1	Concern re poor state of car park at rear of the Elms	Recommend KD'S refers issue to Bucks Council	GE CLOSE D
Jun1820/ 012	Next meeting	Secure Old School Hall for 16 th July 2020 Confirmed OK	Clerk CLOSE D
Previously COMPLETED ACTIONS			
Mar1419/ 007-2	Recreation Ground works	Matt Killick to fix bench in playground.	

<p>Sept519/0 06-2</p>	<p>NALC have issued updated model Financial Policy. Council to consider whether to update our Financial Policy in line with the new draft.</p>	<p>Chairman raised a few additional matters as a result of this review:</p> <p>Amends made to Finance Policy to reflect the Chairman's request that only Nic Wheble (as RFO) has online banking access to the PBPC accounts. Clerk to send copy to Cllrs with one weeks' notice to respond with any amends. Sent 10/3/20, no responses received.</p>	
<p>Sept519/0 13-4</p>	<p>Report of potentially blocked drain on Main Street, outside Mastings, and blocked drain on pound Lane outside Lilac Cottage</p>	<p>Chairman to write letter to BCC regarding these issues if they have not resolved the problems by January 2020.</p> <p>Clerk to send contact details for BCC for Chairman to write to.</p>	
<p>Feb620/0 07-6</p>	<p>Election documentation received with regards to advertising for Councillors and advice to all considering joining the PC.</p>	<p>Clerk sent details of the process and procedure to the PC. Advertised the roles on Website and Noticeboard, and</p>	
	<p>Information available on request.</p>	<p>uploaded supporting documentation onto website. Nomination packs distributed. ELECTION CANCELLED.</p>	
<p>Feb620/0 12-1</p>	<p>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.</p>	<p>Clerk contacted Mary McElhinney, TfB, to see if she could add this to a works list. 10/02/20. No response received.</p> <p>Clerk reported on Fix my Street 10/03/20 –</p>	

Mar520/0 07-2	Chairman requested new tennis net, as the old one has now disintegrated.	Graham Ellis has sourced new Tennis nets at a cost of £120	
Mar520/0 07-3	BCC has contacted us regarding the resurfacing failure.	Clerk added message to the website also reminding all to notify BCC of any road issues through 'Fix My Street' app and links. 16/3/20.	
Mar520/0 13-2	It was requested that Clerk contact BCC to request that they come and collect their temporary road signs that have been left in ditches and road sidings around the village.	Reported on 'fix my street' 16/3/20	
Mar520/0 06-3	Register of interest completed by each Cllr and submitted to AVDC. Clerk to look into this.	Advice from AVDC is to delay this until after the Unitary Council start date and the after the Elections. New forms will no doubt be required then.	
Mar520/0 06-4	Risk Assessment policy review, inc. GDPR.	Graham Ellis will review and report back to the PC. Approved at May meeting	