

## Preston Bissett Parish Council

Parish Councillors attended the Parish Council Meeting held on Thursday 4 March 2021 by Teams. The meeting commenced at 7.45pm.

**In attendance: Graham Ellis (Chair), Pat Webb, Jackie Wood, Graham Gulliver and Nic Wheble**

**Clerk: Kim Proffitt**

---

---

### MINUTES

Mar 0421/001 Apologies None received

Mar 0421/002 Declaration of Interests GG declared an interest in Mar0421/006-6 Arrange Rec Ground Moving and would therefore be exempt from participation in this item.

Mar 0421/003 Approval of Minutes from 04 February 2021 Meeting Minutes were **approved** Chair to sign and send to Clerk. **Action GE/KP**

Mar 0421/004 Payments and Finances for Approval by the Parish Council

Mar 0421/004-1 £162 Clerks salary for February payable to Mrs K Proffitt was **approved**

Mar 0421/005 Planning Applications received prior to the meeting

Mar 0421/005-1 None received

Mar 0421/006 Yearly Planner Actions for March and c/f prior meetings

Mar 0421/006-1 Year End Return

Clerk is booked onto a year end training course in the next few weeks, she has received all documents required from AFO NW therefore will continue to liaise with him and complete the end of year return after the training course. **Action KP/NW**

Mar 0421/006-2 Accounts to be audited

Our auditor Melanie Rose has resigned but a replacement auditor has been found. Clerk to action and Council to appoint an auditor at next meeting. **Action KP**

Mar 0421/006-3 Send exemption report to PKF Littlejohn

To be done following Year End Return. Clerk to liaise with NW. **Action KP/NW**

Mar 0421/006-4 Register of interests completed by councillors and submit to County Council

The clerk sent a register of interests form to all councillors via email prior to the meeting. Councillors were asked to complete and return the form to the clerk who will keep a copy and forward to Buckinghamshire Council. **Action Clerk/ALL**

Mar 0421/006-5

Risk Assessment Update (inc GDPR)

GE has reviewed and adjusted the Risk Assessment. He explained that adjustments were around the covid pandemic and the agreement to hold meetings via teams. There are a few final details to check and the completed document will be circulated to all councillors prior to the next meeting for their approval. **Action Clerk/GE**

Mar 0421/006-6

Arrange Rec Ground Mowing

The parish council have received a quote from GG for the mowing of the rec. The quote has not changed since last year and, as the figure is below the threshold for tendering for quotes, the council **accepted** GG's quote.

Mar 0421/006-7

Upcoming elections

The elections in May will be happening therefore the clerk will need to submit the relevant paperwork and expenses forms. The Clerk will outline the details and place notices on the noticeboard and the website to advertise the upcoming election and see if anyone wishes to stand. **Action KP**

Mar 0421/006-8

Financial Report

NW confirmed the total sum of money in the councils bank accounts and informed councillors that the clerks salary and electricity payments were the only things currently going out.

Mar 0421/006-9

Hedge near Children's Playground

PW confirmed that the hedge had not been cut therefore Richard and Mick Webb would do it in the next few days.

Mar 0421/006-10

Parish Charter Survey

Councillors discussed the Parish Charter briefly and **agreed** to file a response on behalf of the whole council. Appropriate answers to each question were discussed by councillors and the clerk recorded the responses. The clerk will file the response. **Action KP**

Mar 0421/006-11

Buckinghamshire Local Plan-Statement of Community Involvement and Brownfield Call for Sites

GG updated councillors and informed them that he didn't think there are any brownfield sites to record.

A revision to the planning permission granted at The Piggeries was discussed and the council **agreed** they had **no objections** to the revised plans. The clerk confirmed that she had not been notified of these plans therefore she will contact the council to resolve this issue. NW to forward the application number to the clerk so she can file the response. **Action KP/NW**

Mar 0421/007 Correspondence or previously circulated items for review, note or approval

Mar 0421/008 Meetings and Training

Mar 0421/008-1 Buckingham and Villages Community Board Meetings.  
Brief update from 23 February meeting and arrange rota for 15 June, 14 September and 16 November.

GE and PW updated councillors on the meeting they attended on 23 February: The agenda overran and as a result sub-groups were formed each of which will have their own meeting going forwards. Councillors were also made aware of the Buckingham and Villages Community Board Fund which-although there are hoops to jump through-is available to fund projects. It was agreed to finalise the attendance rota for the rest of the year after the elections.

Mar 0421/009 Action List - Completed/Closed since last meeting  
- Open and to be updated

Mar 0421/010 Items for the next Agenda

Mar 0421/011 Date of next meeting

01 April 2021

Close of Meeting

Open Forum

Meeting end

Preston Bissett Website [www.prestonbissett.co.uk](http://www.prestonbissett.co.uk)

Email: [parishcouncil@prestonbissett.co.uk](mailto:parishcouncil@prestonbissett.co.uk)