

Preston Bissett Parish Council

Parish Councillors attended the Parish Council Meeting on Thursday 01 April 2021 by Teams. The meeting commenced at 7.45pm.

Attendees: Graham Ellis (Chair), Graham Gulliver, Matt Killack, Pat Webb, Nic Wheble & Jackie Wood

Clerk: Kim Proffitt

Minutes

- April 0121/001 Apologies None received
- April 0121/002 Declaration of Interests None
- April 0121003 Approval of Minutes from 04 March 2021 Meeting Minutes were **approved**. Chair to sign and send to Clerk **Action GE/KP**
- April 0121/004 Payments and Finances for Approval by the Parish Council
- April 0121/004-1 £162 Clerks salary for March payable to Mrs K Proffitt was **approved**.
- April 0121/004-2 £15.84 for second class stamps payable to Mrs K Proffitt was **approved**.
- April 0121/004-3 £1.19 Received from the Salvation Army Clothing Collection was **noted**.
- April 0121/004-4 £105.00 for PlayDale to inspect the play equipment at the REC was **approved**.
- April 0121/005 Planning Applications received prior to the meeting
April 0121/005-1 21/00122/APP EI Varda, South End, Preston Bissett
Extension and alterations to existing bungalow to include conversion to one and a half storey dwelling and construction of 2 bay garage.
- GG gave councillors an overview of the planning application and councillors decided they had **no objections** to the plans. Clerk to submit the response to the council **Action KP**
- April 0121/006 Yearly Planner Actions for April and c/f prior meetings
- April 0121/006-1 Year End Tax, P60
Suggestion that this be postponed until May as cannot be completed until 05 April
- GE explained that the April meeting usually falls after the end of the financial year however with this years' meeting falling so early he is not able to complete the year end tax yet therefore he

will complete it and report back next month as having done so.
Action GE

April 0121/006-2 Quarterly Finance Update

NW gave an overview to councillors. Although the council overspent this year due to streetlighting, they are still in a good position. Councillors **noted** that a review of the MUGA area should be completed to check for potential improvements/spending needed. The wooden walls surrounding it are a potential item to be looked into.

April 0121/006-3 Schedule of policies update
GDPR, Publication policy and Freedom of Information policy

GE informed councillors that the Schedule of Policies was incorrect in various places and he and the clerk have completed a review of it. Review dates and for next review dates have been updated and the new document will be shared with councillors. Councillors **noted** that some of the policies do not need to be reviewed as often as the old schedule dictated and the new document allows the clerk to decide if a review should take place if the council receives updated information relating to one (or more) of the policies.

This leads on to a full website review. The Chair and Clerk are due to meet next week to ensure the new Schedule of policies is uploaded and that the welcome pages etc are reviewed and updated.

The yearly planner will now be updated to reflect the above changes **Action GE/KP**

April 0121/006-4 VAT Return & Claim

NW and the Clerk have met this month and this item is in hand.
Action NW/KP to complete.

April 0121/006-5 BMALC Annual Subs Due

Invoice not yet received. Clerk to keep an eye out for this **Action KP**

April 0121/006-6 Office 365 Subscription Due

Invoice not yet received. NW to look out for this. **Action NW**

April 0121/006-7 Invitations to Village Annual Meeting
eg Community Police or Bucks Councillor.

Recommendation that this meeting is held in June to allow new

Bucks Councillor and any new Parish Councillors to settle into their posts.

Councillors **agreed** that the meeting which is usually held in May would be delayed until June to allow for the elections. Once the outcome is known councillors can then decide on who to invite. The Meeting will be held at 7pm for one hour with the Parish Council meeting being pushed back to 8pm.

April 0121/007 Correspondence or previously circulated items for review, note or approval

April 0121/007-1 Risk Assessment Approval – Councillors to read risk assessment documentation prior to meeting

Councillors **approved** the new risk assessment.

April 0121/007-2 Accounts to be Audited – Appoint New Auditor

Clerk is meeting with the new auditor next Tuesday to discuss the year end accounts. After this meeting she will update councillors as to the annual bill for approval at the May meeting.

Action KP

April 0121/007-3 Election Update

The clerk made councillors aware that everyone has received their nomination forms and relevant information to complete them. GE has been appointed to return all forms on Tuesday 6th April. The deadline for all nomination forms is 4pm on Thursday 8th April at 4pm and a list of all nominees will be published on Friday 9th April at 4pm. The clerk will share this once it is available. **Action GE/KP**

April 0121/007-4 Playdale site visit to Recreation Ground. They have quoted £105.00 to check over all equipment and advise what repairs are needed. For approval by Councillors.

April 0121/007-5 **Approved** as per item April 0121/004-4
HS2 Road Safety Grant

The Chairman informed councillors that he had been asked about the possibility of a 'No HS2 Traffic' sign to be put up near Casemore Farm. He has made enquiries with Lucy Colls at Fusion EKB and she has recommended that the parish council apply for funding from the HS2 Road Safety Grant to pay for this signage. Chair to send info on to Pat who will make preliminary enquiries as to criteria etc. **Action PW**

April 0121/007-6 Query regarding hedges at The Piggeries

The council has received an email regarding the hedging which has been cut down at the development site. Councillors were made aware that an ash and a horse chestnut tree which were originally planned to remain had been condemned by a tree surgeon have been removed due to decay. The hedgerow is to be replanted with native hedgerow. The clerk will respond to the email. **Action KP**

April 0121/008 Meetings and Training

April 0121/008-1 The Clerk attended Year End Finance Training which she found helpful especially with the ongoing year end work with NW.

April 0121/008-2 GG attended a planning meeting with Buckinghamshire Council and gave an overview of the experience. Councilors **noted** that it would be wise to keep the idea of a neighborhood plan in mind for the future.

April 0121/009 Action List - Completed/Closed since last meeting
- Open and to be updated

April 0121/010 Items for the next Agenda

April 0121/011 Date of next meeting
13 May 2021

Permission to hold virtual meetings ceases on 6th May therefore the meeting on 13th May 2021 will be held at the village hall. Clerk to liaise with Sam Judge re hall hire. **Action KP**

Close of Meeting

Open Forum

Meeting end

Preston Bissett Website www.prestonbissett.co.uk

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