ASTON CLINTON PARISH COUNCIL

Minutes of the **Council Meeting**
held at 6.30pm on **19th June 2024** at the
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

PRESENT: Cllr M Mason (Chair), Cllr M Collins, Cllr K Hickson, Cllr J Hughes, Cllr C Judge, Cllr D McCall, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne, Clerk/RFO

24.21 Public Participation (limited to 15 minutes) No members of the public present.

24.22 To Receive Apologies for Non-Attendance Received from Cllr P Birchley.

24.23 To Receive Declarations of Interests or Requests for Dispensation None Received.

24.24 To Receive & Approve the Minutes of the Annual Council Meeting held on 15th May 2024
The minutes of the meeting held on 15th May 2024 were approved as a true and accurate record and were signed by the Chair.

24.25 Council

i. Reports from external bodies: Cllr Wyatt reported that he and Cllr Read had attended the *Bucks Council Parish Planning Forum* online meeting and would circulate the presentation slides when they were available.

Cllr Wyatt had attended an *Arla/Olleco Liaison meeting* where it was reported that the construction of the packaging plant would be completed by September 2024. There had been an increase in reports of smells from the Olleco plant. It was agreed that should any member of the public report smells from the site that this be reported to Cllr Wyatt

ii. Outstanding actions: Council reviewed and updated the outstanding actions list.

iii. Safety of Electric-powered Micromobility Vehicles and Lithium Batteries Bill: Council considered the request from the Office of Lord Foster and Electrical Safety First to support the Bill. It was agreed that this was an important safety issue and Council agreed to support the campaign and Bill. **ACTION: Clerk**

24.26 Finance & Staffing

i. Council received the draft minutes of the Finance & Staffing Committee meeting held on 20th May 2024 and noted their recommendations:

a) 2024/2025 Reserves: **It was resolved to approve the allocation of Reserves for 2024/2025.**

b) Financial Regulations: **It was resolved to adopt the revised Financial Regulations following the recent NALC update**.

ii. Grant application from St Michael's Little Angels Toddler Group for £500: An application for £500 towards the purchase of equipment for the newly formed toddler group was considered. **It was resolved to approve the grant application from St Michael's Little Angel's Toddler Group for £500 for the purchase of equipment.** **ACTION: Clerk**

iii. Financial reports: The balance sheet and income and expenditure reports for April and May 2024 were noted. Income at 31st May 2024 was £165,019 and expenditure £73,753. The bank reconciliations were checked by Cllr Wyatt.

iv. The June 2024 payments totaling £43,090.08 were approved and income of £11,928.68 noted.

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Payments over £500

Date	Company	For	Amount £	Vat £	Total £
17/05/2024	ASL Zorb Mania	Festival slide, Zorbs, inflatable darts	£1,250.00	£-	£1,250.00
04/06/2024	Buckland Landscapes	Park maintenance May 2024	£1,380.36	£276.07	£1,656.43
05/06/2024	Buckland Landscapes	Additional cut & Strim 30th May 2024	£750.00	£150.00	£900.00
10/06/2024	Bucks Search and Rescue	Festival marshalling	£600.00	£-	£600.00
01/06/2024	Goldleaf Groundcare	Hedges footpaths Maintenance	£534.67	£106.93	£641.60
24/05/2024	Milton Keynes Play Assoc	Teen Play in the Park 23/8/24	£990.00	£-	£990.00
17/06/2024	Next Level Productions	Festival Audio Services	£901.20	£180.24	£1,081.44
24/05/2024	Richard Buxton Solicitors	Planning appeal legal services	£10,000.00	£2,000.00	£12,000.00
30/05/2024	Richard Buxton Solicitors	Planning appeal expert services	£2,500.00	£500.00	£3,000.00
23/05/2024	Roo's	Repair to playpark / MUGA	£8,375.00	£-	£8,375.00
15/05/2024	Sam Self	Removal of Trim Trail final payment	£3,700.00	£-	£3,700.00
31/05/2024	E.Sharp (Electrical) Ltd	Streetlight repairs x9	£911.53	£182.31	£1,093.84
01/06/2024	Ken Workman	Park keeper duties May 2024	£1,359.00	£-	£1,359.00
08/05/2024	Your Café in the Park	Cleaning RKP Apr 24	£600.00	£-	£600.00
18/06/2024	Your Café in the Park	Cleaning RKP May 24	£620.00	£-	£620.00
13/06/2024	Drax	Streetlight Electricity May 2024	£1,617.24	£323.45	£1,940.69
			£36,089.00	**£3,719.00**	**£39,808.00**

24.27 Facilities & Events

i. AWP security fencing: Cllr McCall reported that the additional security fencing to the AWP had been installed and plates around the lock had been added.

ii. AWP drainage: Cllr Mcall reported that he would be seeking advice regarding the installation of a drainage trench to alleviate the flooding of the pitch. **ACTION: Cllr McCall**

iii. Stream: An additional bacterial testing of the stream water with samples from different areas would be carried out.

iv. Homeless person: A homeless person was living in a tent in the woods at the edge of the park. The police had been made aware and had informed Council that the homeless person was seeking help from all the necessary homeless charities.

v. ACFC main pitch: Cllr McCall reported that he was awaiting a response from the football club on the proposal to relocate the main pitch.

vi. Zip wire & gym equipment: A pre-installation meeting would take place next week with the contractor.

vii Family Festival: Cllr Judge reported on the Family Festival which had been well attended. The outsourced car park marshalling had been a great success as had the use of the meadow pitch for parking. The feedback forms completed by visitors and stall holders were being reviewed. The possibility of creating a programme for next year's event would be explored. The event's charity partner, Kirby's Heard, had raised £1848.

viii. Rounders pitch: Cllr Hickson sought agreement from Council to mark out a rounders pitch in the park while the football pitches were not being marked out. Cllr Hickson had carried out a short poll over social media with positive results especially from local uniformed groups. The Park Keeper had agreed to mark out the pitch. **It was resolved to mark up a rounders pitch close to one tree hill during July and August 2024 at an estimated cost of £250.**

ACTION: Cllr Hickson

ix. Council noticeboards: It was noted that Wendover Sheds, a local community group, had agreed to carry out restoration work on the Council's three noticeboards. They would charge for materials and a contribution towards insurance costs.

24.28 Highways & Streetlights

i. Traffic calming update : Cllr Hughes reported that a resident had raised a query regarding the traffic calming installation at the junction of London Road and Tomkins Close as the proposed slope distance was a cause for concern. This concern had been forwarded to Bucks Council and a meeting had been arranged for next week regarding issues with the installation. **ACTION: Cllr Hughes**

ii. Traffic calming zone 1 funding: It was agreed that Cllr Hughes would officially write to Bucks Cllr Mike Collins requesting clarification on the Zone 1 funding arrangements and the amount available as it was understood that the funding sources had changed from S106 funds to Developer Led Funding. **ACTION: Cllr Hughes**

iii. Illuminated bollards: Cllr Hughes reported that all faulty illuminated bollards had been reported to Bucks Council. To date Bucks Council have confirmed that 2 illuminated bollards near the Shell garage are to be replaced.

iv. Weston Road verges: It was agreed that Cllr Hughes would provide Council with costed options for the management of the verges in Weston Road. **ACTION: Cllr Hughes**

v. Streetlights: A meeting with neighbouring parish councils had been organised by Halton PC to discuss environmentally friendly lighting options and sustainable maintenance contracts. Cllr Hughes and the Clerk would attend. **ACTION: Clerk/Cllr Hughes**

Cllr Hughes would contact Bucks Council to ask when the sheared off streetlight at the China Water roundabout would be removed. **ACTION: Cllr Hughes**

24.29 Planning Committee

i. The minutes of the 9th May 2024 and draft minutes of the 6th June 2024 Planning Committee meetings were noted.

ii. Neighbourhood Plan Review: It was noted that the Neighbourhood Plan review public consultation would take place on 26th & 27th September 2024.

24.30 It was resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

24.31 Land North of Brandon Close Appeal (APP/JO405/W/24/3342894

Cllr Read provided an update on the appeal hearing which would take place over six days starting on 22nd August 2024

The meeting closed at 8.38pm

Signed……Date ……

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Aston Clinton Parish Council
Co-Option Policy

Adopted: July 2022 Next Review: July 2024

1. Introduction

1.1 Co-option is the process which is followed if a vacancy occurs on the Council through the resignation, disqualification or death of a councillor during their term of office, where, following statutory notice of the vacancy, the electorate do not request that a poll (by-election) is held.

1.2 The co-option procedure can also be used if, following the close of nominations for a full parish council election, there are vacancies (i.e. not enough candidates have put themselves forward for the number of seats available to be filled.)

1.3 The law governing the filling of a casual vacancy by co-option can be found in the Representation of the People Act 1983, Local Elections (Parishes and Communities) (England and Wales) Rule 2006, r. 5 (5).

1.4 This policy and its procedure will be applied when a vacancy as described above is required to be filled.

1.5 The policy will be followed by the Clerk, any other relevant employees, all councillors and prospective candidates.

2. Advertising the Vacancy

2.1 Upon notification from Buckinghamshire Council Electoral Services that no elector poll has been requested and that a vacancy is eligible to be filled by co-option, the notification of the vacancy will be advertised. The advertisement must state the rules for eligibility.

2.2 Candidates will be invited to submit information about themselves by a specified date by way of completing a short application form which includes a personal statement explaining the reasons for seeking to become a parish councillor. (Appendix 1)

2.3 The opportunity to respond to the advertisement will be open until the vacancy is filled.

2.4 Copies of the application form and personal statement will be circulated to Council for consideration.

3. Co-Option Meeting

3.1 The co-option will be an agenda item at the next Council meeting.

3.2 Candidates will be invited to say something about themselves and Council have the opportunity to ask questions of the candidates. Each candidate will be allocated three minutes.

3.3 The Chairman will offer opportunity for debate. In most cases, the candidates will be asked to leave the room while this process takes place.

3.4 The Chairman will ask the councillors present to nominate any of the candidates. Candidate will require a proposer and seconder to progress to the voting stage.

3.5 If there is only one vacancy, a councillor many only nominate or second one candidate.

3.6 The Chairman shall then move to a vote, presenting each candidate in surname alphabetical order. The voting process will be that laid down in Standing Order 3s and 8 below. To be co-opted onto

the Council, the candidate must receive an absolute majority of the votes of those present and voting (that is more than half of the total votes cast.)

3s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands** or, if at least two members request, by signed ballot**. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

8a Voting on Appointments:
Where more than two persons have been nominatedO for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

3.7 The Council's debate and vote on the co-option must be conducted in the public section of the meeting.

3.8 After the vote has been taken, the Chairman will declare the candidate(s) who received the highest number of votes duly elected.

3.9 If the person(s) elected are present they may join the meeting and sign an acceptance of office form in the presence of the Proper Officer. It should be noted that their vote on any matter requiring prior notice will be discounted in case of a tied vote for that meeting only.

4. After the Meeting

4.1 Successful candidates will be provided with a councillor induction pack by the Clerk and informed of new councillor training opportunities offered by Buckinghamshire & Milton Keynes Association of Local Councils.

4.2 The Clerk will notify Buckinghamshire Council Electoral Services of the new councillor appointment.

4.3 If no one accepts the vacant post(s) the whole process will be repeated when new individuals expressing interest are identified or until the next election.

This Policy is to be reviewed every two years.

APPLICATION FOR THE ROLE OF COUNCILLOR
ON ASTON CLINTON PARISH COUNCIL

Full name	
Home address Inc. postcode	
Telephone number	
Mobile number	
Email	

Legal qualifications for being a parish councillor.
(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes/No
Are you 18-year-old or over?	Yes/No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the parish of Aston Clinton?	Yes/No
Have you lived either in Aston Clinton or within three miles of its boundary, for at least a year?	Yes/No
Have you been the owner or tenant of land in Aston Clinton for at least a year?	Yes/No
Have you had your only or main place of work in Aston Clinton for at least a year?	Yes/No

DISQUALIFICATIONS
(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes/No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No

Please briefly outline why you are interested in being a parish councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the Council?

Please note that the majority of Council meetings are held in an evening and, unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of councillors' childcare or care of dependents.

Please type your name below or sign if you are submitting a hard copy and return to clerk@astonclinton.org or Aston Clinton Parish, Council Office, Aston Clinton Park, London Road, Aston Clinton HP22 5HL.

Your application will be considered at the next Parish Council meeting, where a vote will be held to decide your co-option to Aston Clinton Parish Council.

Signed

Date

Data Protection Act (2018) The information provided on the application form will remain private & confidential.

A/c	Description	Actual		
	Current Assets			
100	Debtors	(4,750)		
105	VAT Control	12,498		
200	Barclays Current A/c	125,720		
205	Barclays Tracker A/C	138,087		
215	Unity Trust Current A/C	142,663		
220	Nationwide BS	85,000		
	Total Current Assets		**499,218**	
	Current Liabilities			
500	Creditors	23,515		
520	Allotment Key Deposits	95		
525	Allotment Deposits	247		
530	COVID Support Grant Fund	1,247		
547	Pension Fund	0		
	Total Current Liabilities		**25,104**	
	Net Current Assets			**474,113**
	Total Assets less Current Liabilities			**474,113**
	Represented by :-			
300	Current Year Fund	58,289		
310	General Reserves	199,824		
320	EMR Streetlights	40,000		
321	EMR Playpark Equipment	40,000		
322	EMR Street Furniture	15,000		
323	EMR Churchyard	30,000		
324	EMR Major Asset Repair	10,000		
326	EMR Allotments	3,000		
327	EMR Defibrillators	2,000		
328	EMR Woodland Management	5,000		
329	EMR Pond Renovation	10,000		
331	EMR Park ANPR	30,000		
332	EMR Park View Resurfacing	11,000		
336	EMR Traffic Calming	10,000		
337	EMR Beach Area Improvements	10,000		
	Total Equity			**474,113**

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Administration						
Salaries	19,383	76,500	57,117		57,117	25.3%
Pension Ers	4,594	18,300	13,706		13,706	25.1%
Employers NI	1,733	7,500	5,767		5,767	23.1%
Contract Staff	2,319	13,000	10,681		10,681	17.8%
Member's Expenses	23	75	53		53	30.0%
Insurance	0	5,508	5,508		5,508	0.0%
Mortgage Payments	0	3,981	3,981		3,981	0.0%
Stationery&Office Supplies	228	750	522		522	30.4%
Postage	0	50	50		50	0.0%
IT Support and Software Subs	591	2,500	1,910		1,910	23.6%
Computers and Office Equip	225	1,400	1,175		1,175	16.1%
Phone/Broadband	527	1,200	673		673	43.9%
Office Electricity	724	2,700	1,976		1,976	26.8%
Office Water	46	450	404		404	10.3%
Office Maintenance/H&S	140	1,000	860		860	14.0%
Payroll and Audit Services	324	2,400	2,076		2,076	13.5%
Professional Fees/Bank Charges	12,537	20,000	7,463		7,463	62.7%
Training	(85)	1,500	1,585		1,585	(5.7%)
Election/APM/Public Meetings	0	500	500		500	0.0%
Contingency	803	1,000	197		197	80.3%
Membership Subscription	826	1,500	674		674	55.1%
Office Cleaner	0	800	800		800	0.0%
Spend from General Reserves	2,290	0	(2,290)		(2,290)	0.0%
Administration :- Indirect Expenditure	47,227	162,614	115,387	0	115,387	29.0%
Net Expenditure	(47,227)	(162,614)	(115,387)			
Communication						
Website	120	1,300	1,180		1,180	9.2%
Noticeboards	0	100	100		100	0.0%
Communication :- Indirect Expenditure	120	1,400	1,280	0	1,280	8.6%
Net Expenditure	(120)	(1,400)	(1,280)			
Street Lighting						
Streetlight Maintenance	912	4,000	3,088		3,088	22.8%
Streetlight Surveys	0	2,000	2,000		2,000	0.0%
Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%
Streetlight Electricity	1,449	37,500	36,051		36,051	3.9%
Street Lighting :- Indirect Expenditure	2,361	48,500	46,139	0	46,139	4.9%
Net Expenditure	(2,361)	(48,500)	(46,139)			

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Facilities						
Car Park Income	0	4,500	4,500			0.0%
Football Permits	0	5,500	5,500			0.0%
All Weather Pitch Income	0	1,300	1,300			0.0%
Other Park Permits	0	2,500	2,500			0.0%
Facilities :- Income	0	13,800	13,800			0.0%
Car Park Electric	116	550	434		434	21.2%
CCTV Maintenance	0	2,000	2,000		2,000	0.0%
Street Furniture Maintenance	267	1,000	733		733	26.7%
Dog Bins Emptying	0	2,300	2,300		2,300	0.0%
Waste Bins	1,282	5,300	4,018		4,018	24.2%
Repairs & Maintenance	14,600	30,000	15,400		15,400	48.7%
Facilities :- Indirect Expenditure	16,264	41,150	24,886	0	24,886	39.5%
Net Income over Expenditure	(16,264)	(27,350)	(11,086)			
Buildings						
Churchill Hall Rent	0	20	20			0.0%
RKP Base Rent	0	25,000	25,000			0.0%
RKP Turnover Rent	0	20,000	20,000			0.0%
Buildings :- Income	0	45,020	45,020			0.0%
Repairs & Maintenance	555	20,000	19,445		19,445	2.8%
RKP Cleaning	1,220	7,500	6,280		6,280	16.3%
Buildings :- Indirect Expenditure	1,775	27,500	25,725	0	25,725	6.5%
Net Income over Expenditure	(1,775)	17,520	19,295			
Grounds Maintenance						
Devolved Services Income	6,198	6,198	(0)			100.0%
Grounds Maintenance :- Income	6,198	6,198	(0)			100.0%
Park/Footpaths Grds Maint	6,427	42,800	36,373		36,373	15.0%
Devolved Services	225	15,000	14,775		14,775	1.5%
Tree Work	(1,200)	7,500	8,700		8,700	(16.0%)
Equipment & Tree Safety Survey	341	1,000	659		659	34.1%
Grounds Maintenance :- Indirect Expenditure	5,793	66,300	60,507	0	60,507	8.7%
Net Income over Expenditure	406	(60,102)	(60,508)			

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Allotments						
Allotments Income	71	990	920			7.1%
Allotments :- Income	71	990	920			7.1%
Allotments	658	1,000	342		342	65.8%
Allotments :- Indirect Expenditure	658	1,000	342	0	342	65.8%
Net Income over Expenditure	(588)	(10)	578			
Churchyard						
Churchyard Income	2,350	6,000	3,650			39.2%
Churchyard :- Income	2,350	6,000	3,650			39.2%
Churchyard Waste Charges	0	55	55		55	0.0%
Memorial Inspections	0	300	300		300	0.0%
Churchyard Maintenance	810	6,000	5,190		5,190	13.5%
Churchyard :- Indirect Expenditure	810	6,355	5,545	0	5,545	12.7%
Net Income over Expenditure	1,540	(355)	(1,895)			
Events						
Event Grants/Income	1,559	0	(1,559)			0.0%
Events :- Income	1,559	0	(1,559)			
Annual Events	11,629	12,000	371		371	96.9%
Events :- Indirect Expenditure	11,629	12,000	371	0	371	96.9%
Net Income over Expenditure	(10,070)	(12,000)	(1,930)			
Projects and Grants						
S106 Grants	(1,690)	0	1,690			0.0%
Projects and Grants :- Income	(1,690)	0	1,690			
Grants	2,475	25,000	22,525		22,525	9.9%
Project: Defibrillator	947	2,000	1,053		1,053	47.4%
Project: Burial Ground Mapping	1,345	1,500	155		155	89.7%
Project: AWP Security Fencing	12,365	14,000	1,635		1,635	88.3%
Project White Gates	5,607	0	(5,607)		(5,607)	0.0%
Projects and Grants :- Indirect Expenditure	22,739	42,500	19,761	0	19,761	53.5%
Net Income over Expenditure	(24,429)	(42,500)	(18,071)			

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Income						
Precept	158,663	317,326	158,663			50.0%
Sponsorship & Donations	0	3,480	3,480			0.0%
Interest Received	514	1,000	486			51.4%
Miscellaneous Income	0	5	5			0.0%
Income :- Income	159,177	321,811	162,634			49.5%
Net Income	159,177	321,811	162,634			
Grand Totals:- Income	167,666	393,819	226,153			42.6%
Expenditure	109,377	409,319	299,942	0	299,942	26.7%
Net Income over Expenditure	58,289	(15,500)	(73,789)			
Movement to/(from) Gen Reserve	58,289					

Invoices to be approved at 17th July 2024 Council Meeting

Date	Company	Invoice Number	For	Amount £	Vat £	Total £
20/06/2024	A&M fencing	1333	Additional fencing	£ 12,365.00	£ 2,473.00	£ 14,838.00
03/07/2024	Bee Happy Gardens		Aston Clinton Park Gardening	£ 403.00	£ -	£ 403.00
02/07/2024	Buckland Landscapes Limited	52051	Park grounds maintenance June 2024	£ 1,380.36	£ 276.07	£ 1,656.43
03/07/2024	Buckland Landscapes Limited	52181	Pitch fertilizer 10th July	£ 720.00	£ 144.00	£ 864.00
23/06/2024	DCK Payroll Solutions	24322	Payroll June 2024	£ 30.90	£ 6.18	£ 37.08
23/06/2024	DCK Payroll Solutions	24403	Payroll July 2024	£ 30.90	£ 6.18	£ 37.08
10/07/2024	DPT Services	3985	RKP Pump service/cleanout	£ 950.00	£ 190.00	£ 1,140.00
11/07/2024	Edge IT Systems	37693	Epitaph: BG database setup and 1 year subs	£ 933.00	£ 186.60	£ 1,119.60
09/07/2024	Flagpole Express Ltd	56894	Annual flagpole service July 2024	£ 319.00	£ 63.80	£ 382.80
30/06/2024	Gardens by Gathercole	SG1053	BGs maintenance/Aylesbury Rd siding out	£ 495.00	£ -	£ 495.00
01/07/2024	Goldleaf Groundcare	14047	Footpath & hedges maintenance	£ 534.67	£ 106.93	£ 641.60
22/06/2024	Paw Print	18835	Office printer	£ 104.80	£ 20.96	£ 125.76
14/07/2024	Roo's (RS Fell)	playpark	Balance payment for remedial work	£ 3,937.50	£ -	£ 3,937.50
27/06/2024	St John Ambulance	SP24003536	Festival first aid	£ 316.80	£ 63.36	£ 380.16
06/07/2024	Sinfield Services Ltd	9717	RKP Boiler strip down service	£ 441.00	£ 88.20	£ 529.20
20/06/2024	The Slate Badger Company	2024-015	Resand park bench	£ 80.00	£ -	£ 80.00
28/06/2024	Thomas M Smith	8062024	Festival fun fair rides	£ 3,200.00	£ -	£ 3,200.00
15/07/2024	Ken Workman	46	June 24 Park Keeper Duties & Expenses	£ 1,365.37	£ -	£ 1,365.37
15/07/2024	Your Café in the Park	866	RKP Cleaning June 2024	£ 600.00	£ -	£ 600.00
Direct Debits:						
02/05/2024	British Gas	812938514	Car Park lights electricity April 2024	£ 41.09	£ 2.05	£ 43.14
02/07/2024	British Gas	811380903	Car Park lights electricity June 2024	£ 34.77	£ 1.73	£ 36.50
14/06/2024	British Gas	7918659	Office electricity April/May 24 readjusted	£ 139.49	£ 21.08	£ 160.57
14/07/2024	British Gas	8181686	Office electricity June 24	£ 133.67	£ 6.68	£ 140.35
01/07/2024	Bucks Council Waste	2209014062	Waste collection June 2024	£ 482.50	£ -	£ 482.50
23/04/2024	Buckinghamshire Council	2205080133	6 white gates	£ 5,606.91	£ 1,121.38	£ 6,728.29
04/06/2024	Castle Water	10002517262	Office water & waste May 2024	£ 25.08	£ 2.31	£ 27.39
03/07/2024	Castle Water	10002801808	Office water & waste June 24	£ 21.37	£ 1.88	£ 23.25
28/06/2024	Hugofox	INV-6518	Website hosting	£ 19.99	£ 4.00	£ 23.99
15/07/2024	Tanswell Technology	12914	Office IT Subs	£ 49.50	£ 9.90	£ 59.40
08/07/2024	UKDMO		PWLB Loan Repayment	£ 1,990.54	**£ -**	£ 1,990.54
Debit Card						
12/07/2024	Adobe Systems Software	IEE2024007920594	Acrobat Pro annual subs	£ 727.92	£ -	£ 727.92
05/06/2024	Amazon Business	GB42Z5QX	Festival chalk spray	£ 24.56	£ 4.92	£ 29.48
17/06/2024	Amazon Business	GB438WCZ	4 waterproof gloves	£ 13.20	£ 2.64	£ 15.84
17/06/2024	Amazon Business	GB4397FA	3 steel toed wellies	£ 46.65	£ -	£ 46.65
17/06/2024	Amazon Business	GB438RJ7	5 steel toed wellies	£ 68.19	£ 4.58	£ 72.77
17/06/2024	Amazon Business	120711271	Chest waders	£ 34.11	£ 6.83	£ 40.94
17/06/2024	Amazon Business	175415431	Emergency foil blankets	£ 4.99	£ 1.00	£ 5.99
17/06/2024	Amazon Business	GB438RPE	5 pair waterproof gloves	£ 28.95	£ 5.80	£ 34.75
17/06/2024	Amazon Business	1355176055	2 towels	£ 15.82	£ 3.16	£ 18.98

17/06/2024	Amazon Business	140383151	Horseshoe life buoy	£ 34.15	£ 6.83	£ 40.98
27/06/2024	Amazon Business	1167280075	Whiteboard Calander	£ 8.32	£ 1.67	£ 9.99
02/07/2024	Amazon Business	GB43M4BK	24/25 academic diary	£ 4.57	£ 0.91	£ 5.48
03/07/2024	Amazon Business	255104503	2 x scissors	£ 8.32	£ 1.67	£ 9.99
03/07/2024	Amazon Business	599412635	Disposable gloves	£ 23.28	£ 4.64	£ 27.92
15/07/2024	Amazon Business	GB43x3px	Safety helmet	£ 19.38	£ -	£ 19.38
15/07/2024	Amazon Business	GB43x3q4	50cm cable ties	£ 13.05	£ 2.61	£ 15.66
05/06/2024	Barrier Components	163712	AWP lock parts	£ 35.97	£ 7.20	£ 43.17
24/06/2024	Co-op	Receipt	milk/towels/tea	£ 10.85		£ 10.85
02/07/2024	Co-op	Receipt	milk/washing up liquid	£ 1.90		£ 1.90
08/07/2024	DSM Fabrication	19068	Steel columns for BG gate repair	£ 296.00	£ 59.20	£ 355.20
04/06/2024	Shell Budgens	Receipt	milk	£ 1.45		£ 1.45
17/06/2024	Simplex Health	25321	2 x bacterial water testing	£ 135.31	£ 11.67	£ 146.98
10/06/2024	Tesco	receipt	milk	£ 1.30		£ 1.30
24/06/2024	Towing Trailers	141313-HA	2 Tyres for trailer	£ 67.45	£ 13.49	£ 80.94
24/06/2024	Zoro	161540288	Membrane for allotment	£ 91.66	£ 18.33	£ 109.99
				£ 38,469.56	**£ 4,953.44**	**£ 43,423.00**
INCOME June 2024						
Date	**Company**	**Invoice Number**	**For**	**Amount £**		
Various	Allotment Holders	various	Tenancy and deposit	£ 77.00		
03/06/2024	Church View Funeral Directors	B24/04	Memorial Plot O262	£ 200.00		
05/06/2024	Your Café in the Park	standing order	Monthly RKP rental payment	£ 1,800.00		
11/06/2024	Zaffs Ices	ACPC24/07	Festival: Concession	£ 189.00		
19/06/2024	Auctioneer		Festival: balloon flight auction	£ 200.00		
21/06/2024	K Y Green Funeral Directors	B24/05	Ashes Interment Side B3	£ 250.00		
25/06/2024	Pizza Wow	ACPC24/06	Festival: Concession	£ 230.00		
27/06/2024	Loretta's Kitchen	ACPC24/04	Festival: Concession	£ 276.43		
28/06/2024	Barclays Bank		Bank interest	£ 514.49		
				£ 3,736.92		

ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **3rd July 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr C Judge, Cllr M Mason, Cllr C Read & Cllr L Ronson

IN ATTENDANCE: Mrs S Payne (Clerk)

F24.01 Public Participation No members of the public present.

F24.02 To Receive Apologies for Non-Attendance Received from Cllr P Wyatt.

F24.03 To Elect a Vice-Chair **It was resolved that Cllr Read be elected Vice-Chair.**

F24.04 To Receive Declarations of Interest or Requests for Dispensation None received.

F24.05 To Approve the Minutes of the Meeting Held on 8th May 2024. The minutes of the meeting held on 8th May 2024 were approved as a true and accurate record and were signed by the Chair.

F24.06 To Agree Working Group Membership and Terms of Reference
It was resolved that due to an overlap in responsibilities the Grounds Maintenance Working Group & Sports & Recreation Working Group be merged and be called the Grounds Maintenance & Recreation Working Group.

The membership of the working groups were as follows:

Events Working Group: Cllr Judge, Cllr Mason, Cllr McCall & Cllr Ronson
Grounds Maintenance & Recreation Working Group: Cllr Judge, Cllr McCall, Cllr Read, Cllr Ronson & Cllr Wyatt
RKP Working Group: Cllr Hughes, Cllr Mason & Cllr Read

The working groups terms of reference were reviewed, the Clerk would draft a new terms of reference for the newly formed working group. **ACTION: Clerk**

F24.07 To Review Outstanding Actions
The committee reviewed and updated the outstanding actions list. It was agreed that the donation of seven goat willows (FS21.59iv) be removed from the list. The ANPR Working Group would meet on 10th July at 10am.

F24.08 To Consider a Request from the Village Society to Erect a Soldier Silhouette Statue & Metal Poppy Flowers at the Entrance to the Park
The committee considered the request. It was agreed that the entrance to the park was not a suitable location for the silhouette and poppies. **ACTION: Clerk**

F24.09 To Consider Amending Section 4.1 of the Council's CCTV Policy so that Named Individuals rather than Authorised Individuals have Access to CCTV Footage
It was resolved that Section 4.1 of the CCTV Policy be amended to name the Council Chair and Vice Chair and Parish Clerks as authorised individuals to access recorded images.
ACTION: Clerk

F24.10 Grounds Maintenance

i. Remedial work at trim trail stations: It was noted that areas within the parkland where trim trail stations had been sited needed remedial work as some had sunk and some needed seeding. It was agreed that Buckland Landscapes be asked to quote for these areas as well as the sunken areas near the skate park and the large trees. **ACTION: Cllr McCall**

ii. Main football pitch repositioning: Cllr McCall reported that the Football Club had confirmed that the change in the pitch location would meet with current league conditions. The club intend to move the existing dugouts to the new location in the next few weeks, the existing post holds would be left so that they could be reused when the need arose. The club

would be asked to investigate possibility of replacing the existing dugouts backing as the current backing was not in keeping with the park's aesthetic.

iii. Stream: Cllr McCall reported that the recent bacterial lab tests of stream water taking from two locations confirmed that the water quality meets high standards and is well within the standards set by the European Union for inland bathing waters.

iv. Wildbelt hedging: It was agreed that the saplings were not large enough yet to have the orange fencing removed.

v. Main gate keyholders: Following an incident at the weekend it was agreed that the Clerk investigate options for a third party to open the main park gate out of hours when cars have been locked in. **ACTION: Clerk**

F24.11 Sports & Recreation

i. Zip wire location: Cllr McCall reported that Kompan had confirmed that the zip wire would need to be installed in the 'plan B' location on the eastern side of the playpark.

ii. Zip wire & gym equipment installation: Cllr Judge reported that installation would begin on 12th August and was due to be completed on 22nd August. A RoSPA inspection had been arranged by Kompan for 22nd August. Kompan agreed to contribute to an official opening of the zip wire and a provisional date had been set for 5th September 2024 at 3.30pm.

iii. Playpark/skate park/MUGA remedial work: Cllr Judge reported that the playpark remedial work would be completed by the end of the week. The contractor would commence work on the MUGA and skate park next.

iv. Colts tournament: It was noted that the tournament had been well organised. Only one complaint had been received from the residents of Park View as the movement of cars along Park View had not been managed for the full period the gate had been left open, the areas were marshalled only when the tournament was due to start and finish. The Colts would be informed. **ACTION: Assistant Clerk**

v. 2024/25 football pitch hire permits: The Committee reviewed the terms of the football pitch hire permits for 2024/25.

It was resolved that the football pitch hire permit for Aston Clinton Football Club would run from 3rd August 2024 to 10th May 2025 with the closed period being 11th May to 12th July 2025.

It was resolved that the football pitch hire permit for Aston Clinton Colts would run from 24th August 2024 to 21st June 2025 with the closed period being 22nd June to 24th August 2025. **ACTION: Assistant Clerk**

F24.12 Events

i. Summer Teen Session: MKPA were designing a poster for the event taking place between 1.30pm-4pm on Friday 23rd August 2024. The poster would have a QR code to allow pre-registration as MKPA only allow 100 people at a time to take part in an activity.

ii. Scarecrow competition: This event would run in parallel with the Harvest Festival with participants donating to the food bank.

iii. October half-term Punch & Judy magic show: Two sessions had been booked with Mathew Garrett and would follow the same format as last year.

iv. 2024 Family Festival review of feedback: Cllr Judge reported that overall the feedback forms completed by visitors and stallholders had been very positive. They had highlighted the need for more toilets, more areas to get food and refreshments, the need for more attractions to reduce queuing times, and the establishment of a designated football area. The possibility of having a tombola rather than a raffle, providing a programme which includes a site map and timings for the bands and competitions would be considered by the Events WG at their next meeting.

v. 2025 Family Festival date: **It was resolved that the 2025 Family Festival would be held on the same date as Trooping the Colour which currently is set for 14th June 2025.**

F24.13 Red Kite Pavilion & Churchill Hall

i. RKP room hire costs complaint: Cllr Mason reported that a letter of complaint from the residents who attend the Pilates classes held in the RKP had been received. The recent increase in hire charges had meant that the pilates teacher could no longer afford to use the RKP and the class has had to relocate. A Council approved response had been sent stating that the pilates classes were considered a business rather than community group and therefore the matter was a business-to-business issue between the pilates teacher and the RKP tenant.

ii. Aston Clinton Scooter Club: It was agreed to allow the scooter club to hold their charity BBQ event and serve alcohol on Sunday 18th August 2024 between 11am and 5pm at the Churchill Hall. A condition that the BBQ area was confined to the space between Churchill Hall and the Bowls Club Clubhouse and did not extend beyond the length of the clubhouse building was added. The Clerk would check if the Tennis and Bowls Clubs had any scheduled competitions on that date; if they didn't the small car park could be used for the scooters otherwise the main car park would need to be used. It was noted that should complaints regarding antisocial behaviour arise the Committee would reconsider allowing future events by the group.

The meeting closed at 7.51pm

Signed……Date ……

DRAFT

Aston Clinton Parish Council

Terms & Conditions for the

Hire of Football Pitches at Aston Clinton Park

1. Definitions

The following words and expressions shall have the below meanings given to them:

Phrase	Meaning
The Council	**Aston Clinton Parish Council**
The Park	Aston Clinton Park, London Road, Aston Clinton HP22 5HL
The Hirer	**Street2Pro**
The Football Facilities	The grass football pitches as specified in **Schedule 1**
The Hire	Use of the football facilities by agreement with Aston Clinton Parish Council
The Hire Period	The period the football facilities can be used.
The Clerk	The current Clerk to Aston Clinton Parish Council or any other officer nominated to act in their place.

2 Football Facilities

a. Pitches

The Council shall permit the following grass pitches within The Park to be used:

Pitch 1: Full size pitch - south of main adult pitch

b. Pitch Marking

The Hirer shall be authorised by The Clerk to mark the grass pitches using approved marking materials in accordance with the plan in Schedule 1.

The marking of pitches must be co-ordinated with the Council's grounds maintenance contractor for The Park.

c. Pitch Maintenance

If The Hirer requires additional grounds maintenance services for the pitch areas, such as additional cutting or fertilising, then The Council will obtain a quote from its contractor. The Hirer will pay The Council in advance for the cost of such additional grounds maintenance work.

The Council requires at least one month's notice of any work required.

d. Equipment

The Hirer is responsible for the provision of all equipment required to play football, including posts.

All equipment must be to British Standards specification and kite marked. A copy of the BSI certificate or similar document must be supplied to The Clerk before the equipment can be used.

All goal post equipment used by The Hirers must be to BS EN 748:2013 or BS 8462:2005+A2:2012 standards as defined by the Football Association.

The Hirer is responsible for erecting, taking down and storing goal posts and ancillary equipment in the allocated location as defined by The Council. Failure to comply with this condition may result in the refusal by The Council for further hirings and a fine may be levied, **which for the 2024/2025 season is set at £100 per incident.**

3 Hire Period & Fees

a. Hire Period

The Hirer can use pitch detailed in section 2.a above for football training between 9.30am and 3pm on the following dates:

Session 1: **Tuesday to Thursday for four weeks during 2024 Summer Holidays**

Session 2: **Tuesday to Thursday for one week during October 2024 Half Term**

Session 3: **Tuesday to Thursday for one week during February 2025 Half Term**

Session 4: **Tuesday to Thursday for two weeks during 2025 Easter Holidays**

Session 5: **Tuesday to Thursday for one week during May 2025 Half Term**

No variation to this agreed plan shall be made by The Hirer without the written approval of The Council.

The Hirer is prohibited from sub-letting any pitch usage or deriving any extended commercial benefit from pitch usage as part of the annual hiring fee.

b. Hire Fee

The hire fee of £30 per day plus VAT.

The Hirer must pay The Council the hire fees by BACS in advance of each Hire Period session.

The Council will issue VAT invoice in advance of each session.

The Hirer must pay The Council the hire fees by BACS within 14 days of date of invoice.

Hire fees must be paid to Aston Clinton Parish Council, Parish Council Office, Aston Clinton Park, Aston Clinton HP22 5HL by BACS. The Council's bank account details are:

Account Name:	Aston Clinton Parish Council
Bank Name:	Unity Trust Bank
Sort Code:	60-83-01
Account Number:	20459738

The hire fees will be reviewed annually by The Council and may be subject to change.

If The Hirer is in arrears, the use of the pitches will be suspended until the account is cleared.

c. Cancellation of Sessions

The Council reserves the rights to cancel any hiring due to unforeseen circumstances or if the pitch is unplayable. In such an event The Council will notify The Hirer as soon as possible.

If The Hirer is in arrears, the use of the pitches will be suspended until the account is cleared.

4 Termination of The Permit

The Clerk, on behalf of The Council, reserves the right to terminate the Permit if any conditions within this Permit has been or is being violated, or if it otherwise appears in the public interest to do so.

Such determination of the Permit shall not:

- Release The Hirer from any obligation under the conditions in this Permit, or
- Affect any right or remedy that The Council has under these conditions, or otherwise.

The Council shall be entitled to retain any monies paid to it in respect of the hire.

The Hirer may terminate the Permit at any time on presentation of written notice to The Clerk.

5. General Conditions of Use

a. Insurance

It is the responsibility of The Hirer to have Public Liability Insurance cover for no less than £2m for an individual incident.

The Hirer is to provide The Council with a copy of the insurance policy documents annually.

The Hirer is to prepare a risk assessment and submit it to the Parish Clerk annually.

b. Loss, Damage or Injury

The Hirer shall ensure that all team members and spectators are aware of these Terms and Conditions. The Hirer will be responsible for the preservation of order during the period of hiring .

The Hirer shall be liable for and shall indemnify the Council in respect of :

i. Any loss or damage done to any land, pitches, buildings or facilities belong to The Council including furniture, fittings, apparatus, equipment and appliances
ii. Loss or damage to any third-party property arising out of or by reason of hiring or left at any of the facilities
iii. Personal injury to, or the death of, any person arising out of or by reason of the hiring
iv. Loss or damage to any person or property arising in consequence of any breach of these conditions whether or not during the hire period unless due to any negligence or breach of statutory duty of The Council.

The Hirer is responsible for providing any medical attention or facilities to team members.

c. Litter

The Hirer shall ensure that all litter is removed from The Park and deposited in the bins provided.

The Hirer will be charged the full cost of reinstating affected areas to a condition acceptable to The Council for each session where litter is left, and subsequent sessions will be suspended until this fee is paid.

d. Nuisance or Annoyance

The Hirer is responsible for the preservation of order during the period of hiring.

The Hirer shall ensure that no person using the Football Facilities within the scope of this Permit shall:

- Use indecent or offending language
- Behave in an indecent or offensive manner, or
- Behave in a manner endangering the safety and enjoyment of other park users or residents in neighbouring properties
- Spit, pollute, contaminate or foul any facility in The Park or Council buildings
- Damage, deface, or misuse any part of The Park facilities or Council buildings
- Damage, deface or misuse any part of the Football Facilities or equipment
- Operate a radio or other sound system to cause nuisance or annoyance.
- Smoke in any building
- Take crockery or glass bottles onto The Park

Failure of the Permit Holder to take reasonable measures to ensure that these conditions are adhered to will result in a fine being levied against the Permit Holder. **The level of fine is set at £100 per incident.**

e. Access and Parking

The Hirer must ensure that vehicles of any sort (including motorcycles) must not be parked or left on any area other than in the official designated car park, or where The Council permits.

The Hirer must ensure that Park View is not used for access or exit to The Park without the prior approval from The Council.

The Hirer must ensure that Park View is never used for parking.

f. Compliance with Bylaws and Regulations

The Hirer shall comply with and observe the Bylaws and Regulations provided for the general regulation of the use of The Park and the Football Facilities, copies of which are displayed in The Park and in The Council's office as well as on The Council's website. It shall be the duty of The Hirer to inspect such Bylaws and Regulations and to acquaint him/herself with the contents thereof.

g. Pandemic

The Hirer shall ensure that all players, officials and supporters adhere to any rules and regulation which are in place during the hire period by the Government.

h. Right of Access

An authorised Officer or representative of The Council shall at all times during the period of hire have free access to the Football Facilities and the instruction shall be given by The Hirer for their admission.

i. General

The conditions of this permit cannot be changed verbally by a Councillor or Council Officer . Any changes must be confirmed in writing by The Clerk following agreement by The Council or delegated committee.

As The Hirer runs activities involving children and young people using paid employees and volunteers, they must declare that they have a Child Protection Policy in place and that they undertake their CRB checks on a regular basis.

Advertisement banners cannot be displayed without the written approval of The Council. unauthorised banners will be removed and destroyed.

Any complaint connected with the hiring or use of the Football Facilities must be made in writing to The Clerk within five working days of the problem being encountered.

Any correspondence sent to The Hirer via email or post will be deemed to be received. The Hirer is responsible for notifying The Clerk in writing of any change of address. The Council accepts no liability or responsibility of any loss or damage arising from failure to comply with this condition.

6. Football Facilities Permit Agreement

The Council: **Aston Clinton Parish Council**, London Road, Aston Clinton, Aylesbury, Bucks, HP22 5HL

The Hirer: **street2pro**, [redacted]

This Agreement is between The Council and The Hirer for a Permit to use the Football Facilities within Aston Clinton Park for the period **August 2024 until May 2025**.

The Hire Fee for the Hire Period is **£810 plus VAT for a total of 9 (nine) weeks**

The Agreement is based upon the Terms & Conditions and Schedules accompanying the Agreement.

SIGNED by:

…….. (for the Council) ……(Date)

……. (for the Hirer) ……(Date)

As duly authorised signatories

Schedule 1 Plan of Pitches (Not to Scale)