

**Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday 6th  
March 2019 at 7.00pm  
at Aston Clinton Parish Meeting Room**

**Present:**

Councillors: -

L Tubb - Chairman

S Howard

P Wyatt

C Read

L Ronson

C Judge

C Simpson

A Duffield

M Mason

A Watton

Clr C Paternoster (AVDC)

Clerks: G Merry (recording) & E Barry 3 Members of the public

**19.023 Apologies and Co-option:**

Apologies were received from Clr Stewart

**19.024 Declarations of Interest:**

**19.025 To Approve the Minutes of the Parish Council Meeting held on 6th February 2019**

The minutes were PROPOSED by Clr Ronson, SECONDED by Clr Judge, AGREED and SIGNED.

**19.026 Public Participation.**

- The foul odour from Arla's Anaerobic Digester had been noted on an otherwise enjoyable walk with the 'Simply Walks' group.
- A construction vehicle for the Bellway Homes/Chapel Drive development had been witnessed speeding. Clr Read is responsible for overseeing that development and agreed to monitor this. It was generally agreed there was a need for vigilance with this issue, as all developments must abide by their construction management plans.
- It was stated that once this excess of new developments in the village reduces, there was a significant case for resurfacing (not just patching), the roads in the village. The state of the roads had also been worsened by extra digging to lay services. There was general agreement.

**19.027 Council**

**i. Speedwatch Update:**

Clr Mason reported she is gathering quotes to install signage to indicate that Community Speedwatch is in operation, on each village sign. There is a possibility the Local Area Forum (LAF) may have some funding towards the cost of this, if parishes in the LAF join together. This would be brought up at the LAF on 7/3/19. A

Vehicle Activated Sign (VAS) would cost £3000 but the LAF will fund half of this, if for one parish and the full amount if shared between more. Cllr Mason will pursue this through the LAF.

**ii. Website:**

Cllrs Tubb and Mason and the 2 clerks had met to fine-tune the new website and Cllr Tubb is also double-checking what documents need to be published. The Clerk/RFO is feeding back the requirements to the provider and Cllr Mason will be advising on graphics and images.

**iii. Reports from External Bodies: -**

**Arla Liaison:** Cllr Wyatt reported from this, that there are still significant issues with leaks from the Anaerobic Digester, requiring staff re-training. There are also ongoing noise issues. Arla have applied for planning permission for a new chiller section, which both ACPC and Buckland PC will be objecting to, as it will be obtrusive and too close to the AONB.

**Halton Development Community Interest Company:** Cllr Read reported that himself, Cllrs Wyatt & Ronson and the Clerk /RFO had met with representatives from the HDCIC, who are acting as a steering and influencing organisation, with the aim of creating an integrated community. This includes developing small commercial operations, connected cycle and walkways, sympathetic housing, as well as significant sporting provision for both community use and as a centre of excellence. Cllr Mason enquired whether they had talked to AVDC and although they have, Cllr Paternoster advised they seem not to be taking the VALP into consideration and are also aiming to include Green Park. Cllr Read stated that this would need looking at, as Green Park is designated as a Green Space in the ACNP. Cllr Simpson enquired what the plans were for the theatre at Halton Camp, but this is not yet known.

**Historical Archives Group:** Cllr Howard reported that himself, some residents and the 'Village Life' team are involved with this group, whose aim is to document historical village artefacts, photos etc. They are working with the Rothschild archivist and the Bucks County archivist re. storage, temperatures etc and some lottery funding may be available to help develop a suitable storage space. Cllr Mason enquired whether they have spoken to RAF Halton and offered to put them in touch with the relevant person.

**Crowdfunding Workshop:** Cllr Tubb had attended this event run by AVDC at the Waterside theatre. It was aimed at community groups but the maximum available would be £5000. The new Community Centre would not be eligible, as it has already attracted public funding, but other local groups could apply. The Rothschild Foundation made a presentation and have funding available for local charities to apply for.

**LAF:** Cllr Ronson stated that for £5000 a year it was possible to share a local parking attendant with other parishes. However, this was not in the PC's budget for the forthcoming year.

**Training:** The Clerk – Projects/Planning reported from the PRINCE2, Project Management Course she recently attended and had successfully passed the exams. She had found it very valuable and the methodology learnt could be applied not only to the community centre project but to other projects in practical ways.

**Parish Liaison Meeting – 27/3/19:** It was asked whether any councillor could attend this, and Cllr Watton agreed to check her availability.

#### **19.028 Clerk's Report:**

*It was reported to the Facilities Committee that it is not generally known the PC is the burial authority for the churchyard at the village church. It was quite common for the administration of village churchyards to be legally passed from the Diocese to the local parish council. In Aston Clinton this took place in 1970. It is asked that relatives get in touch with the clerk in the first instance, at times of bereavement. The Bowls Club have invited all to attend their Open Day which is on Bank Holiday Monday again this year – May 6<sup>th</sup>. AVDC's lawyers have advised that a Public Footpath Diversion Order has been implemented for footpaths 3,4 and 6. These are behind Sunny Brook Close and behind Green End Street. After years of buck-passing between Bucks County Council and the Canal and River Trust, Bucks CC are to install a new fence at Stablebridge, where there is currently a sharp drop down to the canal embankment. It is not within parish council powers to fix highways issues, but the PC will help when it can.*

*Report from local PCSO, Peter Hall, as follows:*

- *'We intend to attend as many meetings as possible when they co-inside with our duties. PC Piercy has asked us to send you a brief update when we cannot attend.*
- *There have been two burglaries in Aston Clinton in February.*
- *One car was keyed in the village*
- *The male arrested for the burglaries before Christmas was jailed for 28 months (for 8 burglaries)*
- *Persistent patrols have seen a downturn in calls for ASB and a new Neighbourhood Watch is being set up on the Charles Church estate on Brook Street*
- *We are aware of gas and cannabis use in the park and need more intel to match patrols. Pc Piercy's replacement will start on 1<sup>st</sup> April and will be introduced in due course personally'*

#### **19.029: Finance and Staff Committee:**

##### **i. Month-End Accounts and Budget Status:**

Cllr Tubb talked through the accounts to February. These showed a total income for the year to-date as £317,444 (145% of budget). Total expenditure was £244,206 (112% of budget). Budgets were on target, however approx. £21,000 of potentially repayable VAT, must be taken into account as a liability. Cllr Read enquired why the Misc. Admin budget was over and Cllr Tubb responded it was general office supplies, kitchen supplies, signage etc and the Finance and Staffing committee were monitoring it, with a view to possible cost-cutting.

## ii. Year-End & Audit:

The clerk/RFO advised the year-end timetable as follows:

Dates	Item	Notes
31/3/19	End of financial year	
3/5/19	RBS here for year-end closedown	(and open 2019-20 accounts package)
6/5/19 - 31/5/19	Internal Audit requested	
5/6/19	AGAR signed-off at June PC meeting	Unless internal audit not taken place yet
10/6/19 – 30/6/19	AGAR submitted to external Auditor (PKF Littlejohn)	1/7/19 deadline
1/7/19 – 9/8/19	Period of Elector's Rights – 30 working dates	Must include 1 <sup>st</sup> 10 working days of July
30/9/19	Last date for conclusion of Audit	

Date	Company	For	Amount £	Vat £	Total £
31/01/2019	CBG Consultants	Mechanical Electrical Engineering work - CC	4864.00	972.00	5836.00
04/02/2019	Community Heart beat	Gold support - annual	£ 850.00	£ 170.00	1020.00
11/02/2019	Npower	Streetlighting	£ 690.18	£ 138.04	828.22
11/02/2019	HAGS-SMP	Harness for disabled swing	£ 70.00	£ 2.00	72.00
11/02/2019	E Sharp Electrical	Yorke Close x 2	£ 204.80	£ 40.96	245.76
14/02/2019	Sandy's Plumbing	Pressure washing driveway	£ 175.00	£ 35.00	210.00
18/02/2019	A R Miles Associates Ltd	Drainage strategy - CC	£ 625.00	-	625.00
28/02/2019	D Rose	Feb Caretaking	£ 960.00	£ -	960.00
28/02/2019	Your Café in the Park	Toilet Paper - public loo	£ 53.13	£ -	53.13
28/02/2019	Your Café in the Park	Cleaning Jan, Feb and March	£ 315.00	£ -	315.00
28/02/2019	Frank Cooper's Ltd	Grounds Maint - Feb	£ 952.08	£ 190.42	1142.50
28/02/2019	G McEnery	Office and Bowls Club cleaning	£ 80.00	£ -	80.00

Awaiting Payment

21/01/2019	Hayward-Smart Architects	Submission of Planning App - approved	£ 12,000.00	£ 2,400.00	14400.00
ASAP	UKPN	Green End Street reconnection (estimate)	£ 767.00	£ 153.40	920.40

She outlined the PC's statutory obligations in respect of the 2 audits and also the period of 'Elector's Rights' where any elector of the parish is entitled to inspect the accounts.

### iii. VAT Situation:

Cllr Tubb outlined that the detailed response to HMRC's questions, sent in January had gone to the wrong address, as it had been sent to the address on all the Option to Tax office's (OTT) correspondence. A phone call had revealed the letter had not arrived at the OTT office and a replacement had now been sent which had been received. The case had not yet been processed, so the outcome was still awaited. Cllr Watton stated there was a need for clarity on the start date for OTT.

### iv. Payments to be Agreed:

The clerk had circulated the list of invoices for February, below. The F&S Committee had recommended all for payment and Cllr Tubb reported that dual authorisation is now set up and is working. Cllr Duffield expressed concern that the Finance and Staffing committee needed to authorise quite large bills now for the community centre and wondered whether, although amounts were all approved in advance, the community centre committee could check the invoices when they came in. The clerk – projects/planning stated she would be putting in place a better process specifically for community centre payments and this will be discussed and implemented by the committee.

**MOTION:** to agree to pay all invoices as above, PROPOSED by Cllr Howard SECONDED by Cllr Mason and AGREED.

## 19.030 Planning Committee:

### i. Update: Cllr Read reported as follows: -

#### a. Small-Scale: -

- An application for substantial remodelling of residence on Chiltern Way, making it materially larger: **objected**.
- An application for 4 dwellings on a site near the Shell garage on Aylesbury Road (originally **objected** to), had had its appeal refused by the examiner.

#### b. Large Scale: -

- Arla Extension: These plans had been presented as a pre-agreed, natural extension of the current operation. However, the buildings proposed were significantly larger and would be **objected** to on the grounds on the NPPF, AONB, ACNP and transport issues. Cllr Wyatt added Arla's the reason for the enlarged building was cost-cutting, due to efficiencies that supposedly could be gained.
- Halton Business Park: The committee will be meeting with representatives of De Soutter Medical to discuss their (already approved) extension.

### **19.031 Facilities Committee: Cllr Read reported from the meeting:**

#### **i. Cricket Club Project:**

S106 money was available for this and Cllr Howard is obtaining quotes according to the club's requirements. He explained it would be necessary to tailor this to the amount of S106 available.

#### **ii. Bus Shelter:**

The insurance payment had been authorised and in light of this, the shelter would be reinstated. The concrete platform needed to be reinstalled and some tree and planting work would also be carried out. It was confirmed these would cost extra and quotes were currently being sought.

#### **iii. Park Path:**

A favourable quote had been accepted by the committee, to repair the next section of the path leading to the end of the skate park. This was currently underway and Cllr Read reported the work was satisfactory.

#### **iv. Pitch Work:**

Cllr Ronson stated that weed treatment, fertiliser and verti-draining had been ordered and would be implemented. The contractor had recommended further treatments to bring the main pitch to a better standard, and he was to meet with the committee to explain these further. The carrying-out of 'bootcamp' activities had been noted on the top pitch and this was not permitted. The clerk agreed to speak to the group concerned.

#### **v. Fountain Project:**

The S106 funding was now available for this project and an integrated approach consisting of renovations to the fountain, installation of benches, planting and interpretation boards was planned, to be overseen by the Facilities committee.

### **19.021 Community Centre Committee**

#### **i. Update:**

Cllr Tubb reported there was still no outcome re. the planning application. There would be an extended 'public participation' for invited neighbouring residents, at the next committee meeting. The clerks asked whether the council could approve that the community centre committee decide whether to authorise the next stage of work, and Cllr Tubb asked for a show of hands. It was approved to delegate this decision to the committee, and this would be discussed at the next community centre meeting.

#### **Cllr Tubb allowed for further public participation:**

- i. Parking on Aylesbury Road, at the exit from the Shell garage has got considerably worse and was reported to be largely caused by staff from the vet/kennels, although they have parking on site. It is exacerbated by parking for the Guide Hall. Cllr Read stated double yellow lines may be the only solution and it would be worth checking the original planning application, to see if these were supposed to have been installed. Cllr Mason agreed to bring this to the LAF.

- ii. Parking on London Road at the splay out of Brook Street was also brought up, although there would no leverage with 'Highways' unless there was accident data.

**19.033 Date of next meeting:**

Wednesday 3rd April 2019 at 7.00pm.

Signed .....

Date .....