ASTON CLINTON PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council**
held at 6.30pm on **15th May 2024** at the
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

PRESENT: Cllr M Mason (Chair), 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) & Mr H Stephens (Assistant Clerk) a representative from Aylesbury United FC Pan Disability Team (agenda items 24.01 to 24.04 and agenda item 24.14vii) and 1 member of the public

24.01 To Elect a Chair. **It was resolved that Cllr Mason be elected Chair.** Cllr Mason thanked Cllr Read for his three-year chairmanship.

24.02 To Elect a Vice-Chair. **It was resolved that Cllr McCall be elected Vice-Chair.** Cllr Read thanked Cllr Wyatt for his three-year vice-chairmanship.

24.03 To Receive the Signed Acceptance of Office from the Chair and Vice-Chair
Cllr Mason and Cllr McCall signed the Declaration of Acceptance of Office.

24.04 Questions and Comments from the Public. The Aylesbury United FC Pan Disability Team representative answered questions on the application for an event on 22nd June (agenda item 24.14vii).

A member of the public requested guidance on how best to comment on the Land North of Brandon Close appeal. Cllr Read stated that all additional comments needed to be different from those already submitted. It was agreed that Council would upload a statement on the website stating that Council would be contesting the appeal. **ACTION: Clerk**

24.05 To Receive Apologies for Non-Attendance. Received from Cllr P Birchley & Cllr M Collins.

24.06 To Receive Declarations of Interest or Requests for Dispensation. None declared.

24.07 To Approve the Minutes of the Council Meeting held on 17th April 2024.
The minutes of the meeting held on 17th April 2024 were approved as a true and accurate record and were signed by the Chair.

24.08 To Agree the Membership, Terms of Reference and Appoint a Chair for the Following Committees.
It was resolved that the membership and Chair for committees would be as follows:

a. Facilities Committee: Cllr McCall (Chair), Cllr Judge, Cllr Mason, Cllr Read, Cllr Ronson & Cllr Wyatt.

b. Finance & Staffing Committee: Cllr Read (Chair), Cllr Hickson, Cllr Mason, Cllr McCall & Cllr Ronson.

c. Planning Committee: Cllr Wyatt (Chair), Cllr Hughes, Cllr Mason, Cllr McCall, Cllr Read & Cllr Ronson.

It was resolved that vice-chairs would be elected at the first meeting of each committee.

It was resolved to approve the Terms of Reference for each committee.

24.09 To Appoint Council's Representatives on Outside Bodies.
It was resolved that the members of the following outside bodies were as follows:

a. Wendover & Villages Community Board: Cllr Mason, Cllr McCall, Cllr Ronson & Cllr Wyatt.

b. BMKALC's Bucks Parish Liaison Group: Cllr Ronson & Cllr Wyatt.

c. Arla & Olleco Liaison Group: Cllr Hughes & Cllr Wyatt.

d. Aston Clinton Youth Club: Cllr Judge & Cllr Ronson.

e. Bucks Highways Liaison: Cllr Hughes, Cllr Read & Cllr Wyatt.

f. Aston Clinton Society: Cllr Hughes & Cllr Read.

g. Gib Lane community Fund/GrantScape: Cllr Mason & Cllr Ronson

23.10 To Appoint Council's Safeguarding Officer.
It was resolved to appoint Cllr Mason as the Council's Safeguarding Officer.

24.11 To Review Members' Register of Interests. Members reviewed their Register of Interests and would inform the Clerk of any changes. **ACTION: ALL**

24.12 Council

i. Reports from external bodies: Nothing to report.

24.13 Finance & Staffing

i. Council considered the year end income and expenditure and balance sheet reports. Total income was £403,541 and total expenditure was £291,152; with £216,000 in earmarked reserves. **It was resolved to approve the annual accounts for the year ending 31st March 2024.**

ii. The internal auditor's year-end report and observations were considered and noted.

iii. The AGAR Annual Governance Statement 2023/24was considered by Council. **It was resolved to approve the AGAR's Section 1: Council's Governance Statement for the year ending 31st March 2024 which would be signed by the Chair and Clerk at the earliest opportunity**.

iv. The AGAR Annual Accounting Statement 2023/24 and explanation of variances was considered. **It was resolved to approve the AGAR's Section 2: Council's Accounting Statement for the year ending 31st March 2024 which would be signed by the Chair at the earliest opportunity.**

v. The Notice of Public Rights and Publication of Unaudited Governance and Accountability Return was noted as Monday 3rd June to Friday 12th July 2024.

vi. Council noted the current direct debits & standing orders from the Council's bank accounts.

vii. Payments totaling £22,600.73 were approved and income of £192,637.41 was noted.

Payments over £500

Date	Company	For	Amount £	Vat £	Total £
01/05/2024	Goldleaf Groundcare	footpath & hedges maint May 24	£ 534.67	£ 106.93	£ 641.60
03/04/2024	Pear technology	Burial Grounds Digital mapping	£ 1,345.00	£ 269.00	£ 1,614.00
15/05/2024	Sam Self	First payment for trim trail removal	£ 1,850.00	£-	£ 1,850.00
23/04/2024	Sunday's Faces	Festival face painting	£ 640.00	£-	£ 640.00
03/05/2024	Village Life	Grant toward Village Life Magazine	£ 2,000.00	£-	£ 2,000.00
07/03/2024	Kenneth Workman	Park Keeper duties Feb & Apr 2024	£ 1,674.00	£-	£ 1,674.00
23/04/2024	British Telecom	Office Phone	£ 527.24	£ 105.44	£ 632.68
19/04/2024	Buckinghamshire Council	2 x dog bins	£ 579.20	£ 115.84	£ 695.04
15/05/2024	Drax	Streetlight Elec April 2024	£ 1,565.08	£ 313.02	£ 1,878.10
07/05/2024	HMRC	23/24 Q4 VAT	£ 598.91	£-	£ 598.91

24.14 Facilities

i. Closed season football pitch remedial work: Cllr McCall reported that the Grounds Maintenance Working Group would be meeting to discuss football pitch remedial work requirements

ii. Trim Trail removal: Cllr Judge reported that the removal of the trim trail should be completed by the end of the week.

iii. Stream: Cllr McCall reported that a member of the public had lodged a complaint regarding a possible contamination of the stream. The member of the public had informed the Environment Agency who had carried out two tests; the first test was clear and the results of the 2nd would be available in a couple of weeks. The Clerk reported that the Council's nitrate and phosphate tests were clear and Council would arrange a bacterial lab test.

ACTION: Clerk

iv. Bonfire in the wood: Cllr McCall reported that a member of the public had been lighting a fire in the woods and there was evidence that someone had been staying overnight in the woods. The Clerk had reported the incident to PCSO.

v. RKP boiler maintenance plan: Quotes for a service and maintenance contract for the RKP boiler were considered. **It was resolved to accept quote C from Sinfield Services for £250 for a boiler service**.

ACTION: Asst Clerk

vi. Zipwire 'Plan B' site: Following a site visit from the zipwire installer it was agreed that a 'Plan B' site be agreed in advance in case there was an issue during installation. It was resolved that the zipwire 'Plan B' site would be perpendicular to the playpark fence. It was noted that the existing picnic benches and bins would not need to be removed.

vii. Aylesbury United Pan Disability Football Team: Council considered a request from the football team to hold an end of season family fun day in the park on Saturday 22nd June 2024. Approximately 100 people were expected to attend and the event would include a bouncy castle. **It was resolved to approve the application for Aylesbury United FC Pan Disability Football Team to hold their end of season family event on the meadow pitch on Saturday 22nd June 2024 between 10am and 1pm**.

24.15 Events

i. Family Festival: Cllr Judge reported that all attractions and entertainments had been booked. Quotes were being sought for additional waste bins.

ii. Annual Parish Meeting: Cllr Mason and Cllr Judge would organise the refreshments.

24.16 Highways & Streetlights

i. London Road Streetlights: Cllr Hughes confirmed that the streetlights had been repaired.

ii. Traffic Calming: Cllr Hughes confirmed that work was progressing well and was on time. The water leak opposite the post office had been identified as a Thames Water responsibility as their was a faulty pipe.

iii. Meeting with LAT: Cllr Hughes reported that he had met with the Bucks Highways Local Area Technician who had confirmed that the resurfacing of the remaining areas of London Road from the Shell garage to the Lower Icknield Way junction and areas of Green End Street and Brook Street should be carried out during the next financial year.

iv. MVAS & Speedwatch Data: Two MVAS campaigns had been conducted at Weston Road and London Road. The Weston Road compliance had increased to 81% an improvement from 78%. Conversely speed compliance on London Road near Wenwell Close had decreased to 76% from 79%. Two Speedwatch sessions had been undertaken with 370 vehicles passed in total of which 19 were recorded driving in excess of 36mph.

The Assistant Clerk reported that there was a need for more Speedwatch volunteers and that once the 2nd MVAS had been configured it would be sited on one of the approved sites.

24.17 Planning Committee

The minutes of the Planning Committee meeting held on 11th April 2024 were noted.

22/03943/AOP 93 dwellings on Land north of Brandon Close: An appeal had been made by the applicant against the refusal of the planning application. Council would be contesting.

23/00439/APP: Erection of replacement dwelling house, Langlands, Chiverly. It was noted that this appeal had been allowed.

24.18 Consultations

Bucks Council's Street Trading Consultation Cllr Mason reported that she had attended a workshop on this issue. It was agreed that Council's response would be to support the need for a unified approach across the county but that the proposed changes were an over-regulation. The document will adversely impact Council's activities and events as well as those of local groups. Given the closing date was 26th May it was agreed that Cllr Mason would co-ordinate the response on behalf of Council. **ACTION: Clerk/Cllr Mason**

24.19 Resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are 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.

Member of the public left

24.20 To Receive an Update on the RKP Lease

The amended draft lease and schedules were with the solicitor.

The meeting closed at 8.26pm

Signed……Date ……

DRAFT

Minute	Date Raised	Type of meeting	Owner	fin	Update Notes	Status
PC21.142 Vii	20-Oct-21	Council	Clerk	**New licence with the current owners be drafted for the Molique Fountain Land 1 Twitchell Lane** giving the owners the right to use as a private garden a small piece of land at the rear of the Molique Fountain.		
21.164ii	15-Dec-21	Council	Clerk	It was noted that the **Bucks Council Covid Support Grant** surplus would need to be refunded.	**Feb 22:** Process for returning funds requested. Advised to keep for future use	on hold
F21_183	19-Jan-22	Council	Cllr Marion Mason/Cllr Read	The first draft of the **RKP lease** was circulated for comment following a meeting with the RKP tenant. Reference to health and safety requirements and fire evacuation procedures would need to be added, and the responsibility for window cleaning. An updated draft would be considered at the February meeting.	**Feb 22**: Updated lease to be presented to Feb Council. **March 22:** Draft lease sent to solicitors **June 22**: Clerk chased solicitors. **Jan 23:** New solicitors Wellers Law Group instructed and information sent. **March23** updated draft reviewed. **May 23** Beacons Retail Consultng instructed. **Aug 23:** consultant Report considred by council. Consultant & Tenant to meeting to discuss lease. **Feb 24:** new rents agfgreed. Need to agree lease term of 5 year with first refuslal. **Mar 24:** Cllr Mason and Cllr Read wouldmeet with Nick following the illness of the intermediary. **May 24:** amended lese and scheudles returned to solicitors - 12 June solicitors chased.	In Progress
22.26iii	28-Sep-22	Council	Clerk/Cllr Read	**Canal Bridge 8**: letter be sent to Canal & River Trust requesting steps on footpath at bridge is reopened.	**Oct 23:** Cllr Read will visit site to see if work carried out if not he will contact	
22.26ii	28-Sep-22	Council	Clerk/Cllr Read/Cllr Hughes	**Footbridge over canal at Stablebridge road:** S106 funding was available for project which included the installation of a footbridge linking existing footpaths Project would be part of Aylesbury Greenway in conjunction with Bucs C. Project to be revisited.	**Feb 23:** David Roberts and Steve Broadbent at BC to be contacted regarding this issue as it is a safety issue. **Oct 23** Cllr Read will contact	
22.73ii	19-Oct-22	Council	Clerk	**It was resolved to purchase the seven gates for the Aylesbury Road, London Road, Lower Icknield Way and Upper Icknield Way entrances to the village at a cost of £6,294 from General Reserves**. Each sign would say 'Aston Clinton Please drive carefully'. The Village Society would fundraise to cover the cost and apply for a Community Board Grant.	**Nov 22:** Request sent to TfB - cannot be ordered until new TfB contractor in place on 1 April 23. **May 23**: awaiting update from new Bucks Highways: **June 23**: some amendments made by Bucks hightways - awiaiting CB decision on funding. **Apr 24:** Match funding approved is use Bucks Highways. Bucks Highways instructed and Village society to forward match funding payment to Council	In Progress
22.103i	15-Feb-23	Council	Clerk	**CCTV:** It was resolved to accept the quote of £500 from Scorpion Security for the maintenance of the CCTV system and the quote from Crimewave Security Consultancy of £150 per month for CCTV evidence gathering. It was resolved that a standalone broadband connection be installed at the RKP for the sole use of the CCTV system.	**March 23:** Crimewave & Scorpion infomred. Awaiting engineer visit for installation of stnadalone broadband connection **June 23:** Clerk reported that onsite visit from Scorpiorn to switch over CCTV was still due. I was agreed that alternative quotes be sought if company do not respond soon.. **Sept 23**: Tickford Security transferred system and carried out maintnance. Awaiting IT consultant to open up IP addreses for easier access	In Progress
22.131ii	19-Apr-23	Council	Clerk	**Park View Resurfacing**: It was noted that £11,000 had been budgeted in 2019/20 for the resurfacing but due to the construction of the Red Kite Pavilion the work was delayed. **It was resolved that the maintenance agreement be sent to the six properties for signing. The resurfacing of the road would not take place until all agreements had been signed.**	**April 23**: Updated quotes sought **May 23:** Centurian Services selected. Awaiting signed maintenance agreements from properties prior to instructing. A meeting would be organised. **June 23**: successful contractor to be infomred that their quote was accepted. Meeting to be arranged with property owners. **July 23:** contractor instructed. **Aug 23:** six property owners written to requesting a meeting. **Oct 23:** Clerk to chase 2 owners who have not responded. **May 24** meeting date set for 3rd July 2024	In Progress
22.133	19-Apr-23	Council	Clerk	**Streetlights:** It was noted that an unsafe streetlight outside 30 Beechwood Way had been removed. Quotes would be sought for a replacement		
22.133	19-Apr-23	Council	Cllr Peter Wyatt	Cllr Wyatt agreed to contact Simon Glover at Bucks Highways regarding the replacement of the damaged **VAS on Tring Hill**	**May 23:** email sent **June 23**: no response as yet. **Oct 23:** BC still analysing if salvagable. **May 24**: Cllr Hughes chased as was informed VAS would be reinstlaled in Nov/Dec 23	In Progress
23.12iv	17-May-23	Council	Cllr Colin Read	**Scout Hall proposal:** It was noted that for more than three years Aston Clinton Scouts had attempted to receive a right of way over a strip of land owned by Bucks Council which would allow access to land that has planning permission for four houses and a Scout Hall. It was agreed that Council would write to Peter Strachan the Bucks Council Cabinet member for Planning & Regeneration requesting information on the Cabinet or Committee meeting at which the request for the rights of way were discussed and the course of action agreed.	**June 23**: Cllr Collins has called in application for Bucks Planning committee to look at. Cllr Read to draft letter J**uly 23**: letter sent to Cllr Strachan **Oct 23**: no response to letter to FoI request made	In Progress
23.69i	18-Oct-23	Council	Clerk	***Canal & River Trust dog bins:*** Cllr Reid reported that the trust had recently removed all the dog bins along the canal towpath, two of which were within the parish boundary, as they were expensive to empty. It was agreed that Council investigate the feasibility of reinstalling two dog bins along the towpath and arrange		

Minute	Date Raised	Type of meeting	Owner	fin	Update Notes	Status
23.70ia	**18-Oct-23**	**Council**	**Clerk**	**Website domain name:** It was resolved to move the Council's website over to a .gov.uk website domain name and email addresses.	**Feb 24:** Approved Registrar Quoted Received. **March 23**: Registrar instructed	In Progress
23.72iii	**18-Oct-23**	**Council**	**Clerk**	**2nd MVAS: It was resolved to accept quote 2 for a EVOLIS solar-mobile MVAS at a cost of £2250 from ElanCity**.	**Feb 24:** Community Board Funding application submitted **April 24:** grant approved and MVAS ordered **May 24**: MVAS delivered and being configured	In Progress
23.109iv	**21-Feb-24**	**Council**	**Cllrs Corrine Judge and Marion Mason**	**Lady Louisa de Rothschild Fountain info board**: It was resolved that quote 1 from Fitzpatric Woolmer, for £1690 for an A1 interpretation panel be accepted. The artwork and design of the panel would be considered by Council when available	**April: 24** Board Ordered. Design to be approved.	In Progress
23.124	**20-Mar-24**	**Council**	**Clerk/Cllr J Hughes**	**Bucks Council Traffic Calming Grant Agreement**: The Traffic Calming Grant Agreement was approved by Council, but with the query of both the wording of the schedule and £12,500 for Twitchell Lane	**April 24:** updated schedule and maps reciveved and Agreement signed	In Progress
24.14	**15-May-24**	**Council**	**Clerk**	**Stream:** Cllr McCall reported that a member of the public had lodged a complaint regarding a possible contamination of the stream. The Clerk reported that the Council's nitrate and phosphate tests were clear and Council would arrange a bacterial lab test.	**May 24:** samples taken **June 24**: Resutls recived 12/6/24	In Progress

Categories: Agenda Items

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.
Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.
Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

Clause 1 would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

Clause 2: incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

Clause 3 addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;
(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and
(b) Requiring that all micromobility vehicles have either
(i) a non-proprietary charging system with a communications protocol; or
(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

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5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

(a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.

(b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

(a) The Scottish Parliament;
(b) Senedd Cymru;
(c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.
(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting held at 2.00pm on **20th May 2024** at the Parish Council Office, Aston Clinton Park, HP22 5HL

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

FS24.01 **Questions and Comments from the Public.** No members of the public were present.

FS24.02 **To Receive Apologies for Non-Attendance.** None received.

FS24.03 **To Elect a Vice-Chair.** **It was resolved to elect Cllr M Mason as the Vice-Chair**.

FS24.04 **To Receive Declarations of Interest or Requests for Dispensation.** None declared.

FS24.05 **To Approve the Minutes of the Meeting Held on 8th April 2024**
The minutes of the meeting held on 11th March 2024 were approved as a true and accurate record and were signed by the Chair.

FS24.06 **To Consider the 2024/2025 Reserves Allocation**
The committee considered the 2024/2023 reserves allocation. It was noted that £96,000 from general reserves had been set aside for the traffic calming and £15,500 to cover the 2024/25 budget deficit. **It was resolved that the following be allocated (a) £5,000 to Street Furniture Reserve, (b) £5,000 to Major Asset Repair Reserve, (c) £5,000 to Park View Resurfacing Reserve, (d) £5,000 to Beach Area Improvements Reserve and (e) £5,000 to be deducted from the ANPR Reserve. Leaving £184,824 in General Reserves. The allocation would be reviewed in 6 months.** **ACTION: Clerk**

FS24.07 **To Review the Financial Regulations Following the Recent NALC Update**
The committee considered the updated NALC Model Financial Regulations which had been issued earlier in the month. Amendments were made and it was agreed that the draft document be submitted to Council for adoption. **ACTION: Clerk**

FS24.08 **To Note that a S106 Project Authorisation Form had been Submitted for the Installation of Gym Workstations**
The S106 Project Authorisation form was for £25,607 from the 20/01119/APP Land to the rear of 11 London Road S106 allocation. It was noted that this was the only S106 allocation that could be used for the installation of gym workstations.

FS24.09 **Resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are 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.**

FS24.10 **To Note the Staff Appraisals Documentation**
The Clerk reported that due to a delay in carrying out the appraisals this item would be deferred to the next meeting of the Committee. **ACTION: Clerk**

FS24.11 **To Consider for Approval the Updated clerk/RFO Job Description**
An action from the 2023 staff appraisals was the review of the Clerk's job description in order to detail the RFO role more clearly. **It was resolved to approve the updated Clerk/RFO Job description.** **ACTION: Clerk**

FS24.12 **To Consider Reviewing the Clerk's Pay Scales**
It was agreed that the updated Clerk/RFO job description would be used in the evaluation of the pay scale for the role using the SLCC's job evaluation template.
ACTION: ALL

The meeting closed at 3.15pm

Signed……Date ……

DRAFT

Reserve Detail	Opening Balance at 1 April 2023	2023/2024 Expenditure	Adjustments approved at Jan 2024 Council	Closing Balance at 31 March 2024	DRAFT 2024/2025 Reserves	Commitments
General Reserves	£ 142,434	£ 4,458		£ 230,824	£ 184,824	£96k Traffic Calming & £15,500 2024/25 budget deficit & £2,290 MVAS
Streetlights Reserve	£ 30,000	£ -	£ 10,000	£ 40,000	£ 40,000	
Playpark Equipment Reserve	£ 10,000	£ -	£ 30,000	£ 40,000	£ 40,000	
Street Furniture Reserve	£ 10,000	£ -	£ 5,000	£ 15,000	£ 15,000	
Burial Ground Reserve	£ 20,000	£ -	£ 10,000	£ 30,000	£ 35,000	
Major Asset Repair Reserve	£ 5,000	£ -	£ 5,000	£ 10,000	£ 15,000	
Allotment Reserve	£ 2,000	£ -	£ 1,000	£ 3,000	£ 3,000	
Defibrillator Reserve	£ 500	£ -	£ 1,500	£ 2,000	£ 2,000	
Woodland Management Reserve	£ 2,500	£ -	£ 2,500	£ 5,000	£ 5,000	
Pond Renovation Reserve	£ 10,000	£ -		£ 10,000	£ 10,000	
ANPR	£ 60,000		-£ 30,000	£ 30,000	£ 25,000	
Resurfacing of Park View	£ 11,000			£ 11,000	£ 16,000	
Traffic Calming			£ 10,000	£ 10,000	£ 10,000	
Beach Area Improvements			£ 10,000	£ 10,000	£ 15,000	
Total Reserves	£ 303,434	£ 4,458	£ 35,000	£ 415,824	£ 415,824	

Council's Reserves Policy (3.2) states that the level of general reserve is a matter of judgement…and the Council must build and maintain sufficient working balances to cover the key risks it faces.

Aston Clinton Parish Council
Financial Regulations

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**

- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £7,500; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council's Finance & Staffing Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & Staffing Committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.

4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Staffing Committee and a recommendation made to the council.

4.6. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the**

Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.7. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.8. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates.

5.9. For smaller purchases, the Clerk shall seek to achieve value for money.

5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £1,500 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £7,500 excluding VAT}
- the council for all items over £7,500;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.15. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.3. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.4. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.

6.5. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.6. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.

6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. payments of up to £1,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other

reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved by the council. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will be used as detailed in the council's Debit Card Use Policy.

9.2. Any corporate credit card or trade account opened by the council will be specifically restricted to use by the Clerk and the chair of council and chair of council committees and any balance shall be paid in full each month.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & Staffing Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted form the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The RFO shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers..

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details
Name of organisation/group St Michael's Little Angels
Type of organisation/group – If applicable give charity/company registration number. Toddler + Baby Group
Contact's name Rev Sally Bottomer
Position within the organisation/group Manager
Contact's address The Rectory 23 New Road, Aston Clinton HP22 5JD
Contact's telephone number 01296 632488
Contact's e-mail address benefice3@gmail.com
What services, facilities and activities does your organisation/group provide? A weekly toddler group offering 'stay + play' as well as singing. There will be refreshments for adults and snacks/juice for the children.
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton. Anyone living in AC that have babies or toddlers.
Number of members in the organisation/group TBC
Number of members resident in Aston Clinton TBC
Total spent by the organisation/group in the last twelve months —
Total received by the organisation/group in the last twelve months —
Main income sources – please itemise None - donations only
Current bank balance (please state date) £0

Project Details

Name of Project

St Michael's Little Angels

When will the project start and end or take place?

Looking to start 4th July 2024 - weekly

Description of the Project –
Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.

Rev'd Sally Bottomer will manage + run this weekly toddler group.

Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit

Anyone who has a baby or a toddler is able to attend.

How will you know if your project has been successful? What will you be measuring and how will you measure it?

It will depend on numbers + goodwill

Will the project continue after this grant is spent? If so, how will it be funded?

Once equipment is bought, we will rely on donations to continue

Financial Details

What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.

£500

How much money is this grant application for?

£500

Where will the difference between the project cost and the grant application come from?

/

Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?

/

If you do not receive funding from ACPC will the project, still go ahead?

No, we are dependent on this grant.

Bank details for the organisation/group

[redacted]

Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

Accounts	☐
Balance Sheet	☐
Bank Statement	☐
Constitution	☐
Project Budget	☑

Signature 1:
Contact person [redacted] Rev'd Sally Bottomer

Signature 2:
Chair or senior representative of organisation/group

Date: 8.5.24

Please return your completed application form and supporting documents to:

The Clerk
Aston Clinton Parish Council
Council Office, Aston Clinton Park
London Road, Aston Clinton
HP22 5HL

Email: clerk@astonclinton.org

ST MICHAEL'S LITTLE ANGELS' TODDLER GROUP

Breakdown of Costs

Baby Changing Unit x 1	£45.00
Potty x 2	£18.00
Toilet Seat x 1	£10.00
Foam Mats x 4	£36.00
Sippy Cups x 14	£30.00
Plastic Boxes for toy storage	£50.00
Nappies, Wipes & Nappy Sacks	£70.00
Long Life Snacks & Drinks	£40.00
Toys & Books	£200.00
TOTAL	**£501.00**

Aston Clinton PC Clerk

From: benefice3@gmail.com
Sent: 15 May 2024 11:34
To: Aston Clinton PC Clerk
Subject: RE: St Michael's little Angels Grant Application

Hi Sam,

Thanks for the quick response and answers to questions below:

1. Where is the group to be held each week? – At St Michael's church
2. Are the items to be purchased for the sole use of the toddler group? - Yes
3. How will the newly formed group be advertised to residents? – On Social Media, Posters around the village, in Village Life, on the church website & a church near you. Also Barnowls and AC pre-school have said that will advertise it to their parents, Rhubarb Café flyers and word of mouth.

Thanks
Natalie

From: Aston Clinton PC Clerk <clerk@astonclinton.org>
Sent: Wednesday, May 15, 2024 11:26 AM
To: benefice3@gmail.com
Subject: RE: St Michael's little Angels Grant Application

Hi Natalie

There are a few questions before I submit it to Council.

1. Where is the group to be held each week?
2. Are the items to be purchased for the sole use of the toddler group?
3. How will the newly formed group be advertised to residents?

Kind regards
Sam
Samantha Payne CiLCA
Clerk/RFO to Aston Clinton Parish Council
01296 631 269

Agenda item 24.27ii
Request for Marking Out a Rounders Pitch at the Park

REPORT AUTHOR: CLLR KELLY HICKSON

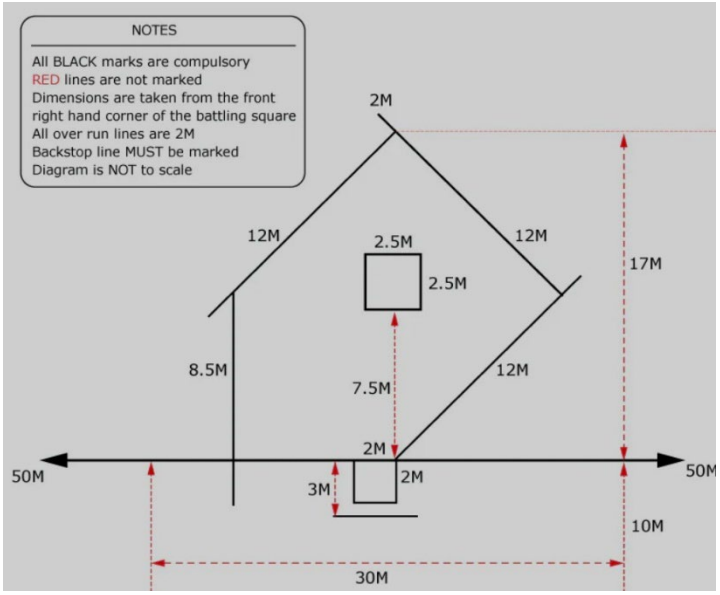
SUMMARY –

AS THE FOOTBALL SEASON COMES TO END I'M SUGGESTING WE MARK OUT A ROUNDERS FOR USE BY LOCAL GROUPS AND THE COMMUNITY.

BACKGROUND

Aston Clinton Colts will be hosting a football tournament on Saturday 29th and Sunday 30th June. After this time the Chairman of the club has confirmed there will be no football pitches marked out until September 2024.

Aston Clinton Park is the ideal place to offer the opportunity to play a different team sport, popular within the community. Having completed a brief poll on social media, residents are in agreement that it will be widely used. Comments from community groups such as The Guides and Cubs have expressed their positivity about using the proposed Rounders pitch.



Below are some of the comments received.

"Aston Clinton Cubs love a game of Rounders! A yes from us!"
"The Guides would definitely use it too!"
"That would be amazing. Absolutely!"
"Would great for the Guiding community."

FINANCIAL & GOVERNANCE CONSIDERATIONS

I originally hoped that we could use the AC Colts marker and paint but they now have an external contractor, therefore we would need to purchase a pack of 6 yellow spray cans of paint currently priced at £37, a handheld trigger spray holder currently priced at £21 and a laser currently priced at £25 all from Amazon.

I estimate it will take 1 hour to mark out 1 Rounders pitch at a cost of £15 per hour. A meeting with the Park Keeper is planned on his return from holiday to confirm this.

Health and Safety: Although the markings are being made outdoors, PPE such as a facemask, eye protection and suitable gloves will need to be worn.

LEGAL & OTHER IMPLICATIONS

To prevent any confusion with the early football pitch markings in September and the last rounders markings in August, coloured spray paint could be used to differentiate between the two markings.

If the ground becomes worn in certain areas such as the batting and bowling squares, the markings could be shifted slightly to allow these areas to be restored.

RECOMMENDATION

a. I'm asking the Council for permission to mark a Rounders pitch at Aston Clinton Park every two weeks during the months of July and August 2024. (Possibly 5 markings across the 2 month period)

b. Payment to cover the cost of Park Keeper for his time in marking out the pitches at his hourly rate of £15. I'm estimating that the first attempt may take longer than 1 hour and hoping thereafter, it will take no longer than 1 hour. Meeting yet to be had with Ken to confirm this.

c. Payment to cover the cost of the spray paint, trigger and laser. All items can be used for other events.

d. An estimated total of £200 to cover all costs.

e. Requesting the money from the Facilities/Events budget.

+ASTON CLINTON PARISH COUNCIL

Minutes of the **Planning Committee** meeting
held at 6.30pm on **9th May 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr M Mason (Chair), Cllr D McCall, Cllr C Read & Cllr P Wyatt

IN ATTENDANCE: Mr H Stephens (Assistant Clerk)

P23.114 Public Participation (limited to 15 minutes)

P23.115 To Receive Apologies for Non-Attendance Received from Cllr J Hughes & Cllr L Ronson

P23.116 To Receive Declarations of Interests or Requests for Dispensations

P23.117 To Approve the Minutes of the Committee Meeting Held on 11th April 2024
The minutes of the meeting held on 14th March 2024 were approved as a true and accurate record and were signed by the Chair.

P23.118 To Note Recent Decisions & those at Variance with the Recommendations of this Committee
Of the three applications decided between **8th April 2024 and 29th April 2024**, none were of a different outcome.

P23.119 To Report on Progress of Current Active Medium to Large Scale Development Sites
None Received

P23.120 To Consider Planning Applications Small Scale and Large Scale
None Received

i. **24/01018/APP 29 Hammond Street HP22 0AJ**
Householder application for construction of a single storey rear extension following removal of existing conservatory
RESOLVED: NO OBJECTION

ii. **23/02493/APP Land Between Wendover Road And Aston Clinton Road**
Erection of haul road to provide temporary construction access to Phase 1 from Wendover Road including silt fence, two temporary storage bunds (height not exceeding 2.5m) and permanent culvert (Bear Brook Tributary). (Amended Description)
RESOLVED: NO OBJECTION

iii. **24/01251/APP 39 Weston Road HP22 5EJ**
Householder application for single storey rear extension
RESOLVED: NO OBJECTION

iv. **24/01286/APP Rhencullen Farm Chivery HP23 6LD**
Demolition of existing structures and erection of barn and stable building
RESOLVED: SUPPORT

P23.121 To Receive a Report on Enforcement Cases None Received
It was agreed that outstanding Enforcement Cases would be followed up at a Members Liaison Surgery with Buckinghamshire Council Planning **ACTION: Assistant Clerk**

P23.122 Neighbourhood Plan Review

Cllr Mason reported that the Neighbourhood Plan Review was now at a stage to undertake a Public Consultation.

It was resolved that the Public Consultation for the Neighbourhood Plan Review be held on the 22nd and 23rd August 2024 at the Office of Aston Clinton Parish Council

ACTION: Planning Committee

P23.123 To Consider a Course of Action to the Notice of Appeal of 22/03943/AOP, Land off Brandon Close.

Cllr Mason reported that Kler Group ltd, had now officially lodged their appeal with the Planning Inspectorate.

It was resolved that the Committee intends to take legal and expert advice to continue to defend its objection to 22/03943/AOP and protect the integrity of the Neighbourhood Plan. The Committee recommends that the Council takes a Rule 6 Position during the Appeal. The Committee would also provide an outline projection of costs for suitable Legal Action to Council. **ACTION: Planning Committee**

The meeting closed at 7.43pm

Signed……Date ……