

**Minutes of the Annual Parish Council Meeting of Akeley Parish Council held VIRTUALLY on Monday  
11 May 2020 at 7.30pm**

Pursuant to the 1960 Public Bodies Act (amended), the Chairman advises that the participants & proceedings of this meeting may be reported upon (filmed, recorded, photographed, blogged, tweeted or streamed) but verbal reporting may not take place whilst in session. Non-participating attendees not wishing to be subject to such media should indicate this by sitting to one side.

**Present:** Cllrs Terry Cavender, John Hockley, Cara George, Gerry Millard, Caz McCall, Clare Flynn, Sally Siddique.

**Clerk:** Ruth Millard                      **Members of the public;** None

- 23/20 Nomination & Acceptance of Chairman;** TC proposed Caz McCall, GM seconded, all in favour. CM accepted. The Clerk will post the acceptance form to her for her signature
- 24/20 Nomination & Acceptance of Vice Chairman;** GM proposed John Hockley, TC seconded, all in favour. JH accepted.
- 25/20 Public Open Forum (under adjournment);** no public attended
- 26/20 Apologies;** None received
- 27/20 Members Interests;** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Akeley Parish Council Code of Conduct for Members and by the Localism Act 2011. CG declared an interest in 20/01362/APP as she lives close to the property. GM declared an interest in discussing 40/20 as he is married to the Clerk.
- 28/20 Approval of Minutes;** Members **RESOLVED** the minutes from the general meeting held in the Village Hall, Akeley on 9 March 2020. Proposed & seconded by TC & JH the Chairman will sign the minutes as an accurate account of the meeting, the Clerk will post a copy of the minutes for her signature.
- 29/20 Review of Council's Policies for 2020/21; the policies are all on the website to be reviewed.**
- a. **Standing Orders;** members **RESOLVED** that the standing orders are still robust and effective for 2020/21
  - b. **Financial Regulations;** members **RESOLVED** that the Financial Regulations are still robust and effective for 2020/21
  - c. **Risk Assessment;** members **RESOLVED** that the Risk Assessment is still robust and effective for 2020/21
  - d. **Councils Complaints Procedure;** members **RESOLVED** that the Complaints Procedure is still robust and effective for 2020/21
  - e. **Review of the Council's Procedure for handling requests made under the Freedom of Information & Data Protection Act;** members **RESOLVED** that the Council's procedure is still robust and effective for 2020/21
  - f. **Privacy Policy and Notice;** There isn't a Privacy Policy and notice on the website. **Action;** the Clerk will circulate an example of one, for review at the July meeting.
  - g. **Information Policy;** members **RESOLVED** that the Information Policy is still robust and effective for 2020/21
  - h. **Retention of Documents Policy;** members **RESOLVED** that the Retention of Documents Policy are still robust and effective for 2020/21
  - i. **GDPR Data Audit;** members **RESOLVED** that the GDPR Data Audit is up to date for 2020/21
- 30/20 Appoint representatives i.e. Community Boards (when set up),** TC offered to attend, CF proposed GM seconded, all in favour.
- 31/20 Review inventory of Assets;** JH said that he had the PCs petrol strimmer & brush cutting attachment in his garage at home. This item is not on the Asset Register. **Action;** the Clerk will up date the AR for the July meeting.
- 32/20 Confirmation of Insurance cover;** Members **RESOLVED** to purchase a 3 year LTA with Zurich Municipal. **Action;** Clerk to disclose ongoing problems; potential legal issues regarding Leys Field & a resident's assumption that the PC is filming the individual.
- 33/20 Review of the Councils subscriptions to other bodies.** Members **RESOLVED** to subscribe to BALC & SLCC.
- 34/20 Determine the time & place of ordinary meeting of full Council up to and including the next annual meeting of the Full Council;** The members **RESOLVED** to meet as usual on the second Mondays of odd numbered months
- 35/20 Finances;**
- a. Members received & agreed the financial statements: to 31 March 2020. The Clerk reported that she was having a lot of difficulty using Excel on the external hard drive. Members **RESOLVED** a purchase of a new external hard drive with a budget of £100.
  - b. Members noted the invoices received to be paid in May 2020

**Account Balance**

Nationwide Building Society - 31 December 2019 including interest of £5.54 = £10218.25

Lloyds ....5668 - 31 March 2020 – Statement = £5530.89

**Income**

Lloyds ....5668 - 12 March 2020 – 1<sup>st</sup> Maids Moreton Scouts field rent = £50.00

17 April 2020 – Buckinghamshire Council towards devolved services = £1079.90

**May 2020 Cheque / Online Payments**

<b>PAYEE</b>	<b>POWER</b>	<b>CHEQUE/DD</b>	<b>AMOUNT</b>
ER Millard, Jan, Feb & Mar Salary remuneration	LGA 1972, s112	<b>BP 65</b>	<b>854.13</b>
HMRC, 4 <sup>th</sup> Quarter	LGA 1972, s112	<b>BP 66</b>	<b>213.60</b>
BALC Subscription 2020/21	LGA 1972, s143	<b>BP 67</b>	<b>97.17</b>
Andy Gibbs, playground grass cutting	LG(misc prov)A 1976, s19	<b>BP 68</b>	<b>105.00</b>
Eon Street lighting	LGA 1972, Sched. 14 para 34	<b>BP 68</b>	<b>384.52</b>

- c. To agree the Internal Auditor this year; the Clerk said that she was unsure of going to the usual internal auditor this year, with the conflict of the Coronavirus and the age of the internal auditor. She said that she had not spoken to him as she didn't have any contact details and was reluctant to go to his house. She had contacted the internal auditor she usually uses who had confirmed she was happy to audit Akeley at the same time she did the other Council's audits. TC provided a telephone number and it was **RESOLVED** that the Clerk would contact him, if there was any reluctance to audit the accounts this year the Clerk could refer back to her auditor.

**36/20 ENVIRONMENT;**

- a. Recreational Field;
- i. Play Equipment for teens, CF reported that she hadn't started a facebook poll. It was decided not to proceed with this item until after the Corona-19 restrictions are reduced.
  - ii. The condition of the Shed; The clerk said that AG has reported that it is in need of painting with ducks back. Members agreed to the purchase paint with a budget of £100.
  - iii. Update of arrangements for the wildflower meadow; defer to next meeting.
- b. Scout Field; No updates to discuss
- c. Grass Cutting; no issues to discuss
- d. Roads and traffic; TC to make contact with Bucks Cllr Warren Whyte, who is also the Cabinet minister for transport, regarding the outstanding issues in Akeley.
- e. Allotments;
- i. Members discussed the enquiry from 2 residents from Maids Moreton about renting allotments. Members agreed to rent the allotments to the residents from Maids Moreton.
  - ii. 1 hirer would like to erect a shed – It was agreed to offer use of the allotments shed initially. If he didn't agree to this; members agreed that he could erect a 'small shed' against the hedge at the back of the allotment – Ivy Close
- f. Street lighting; the Clerk was to meet the Zeta representative to discuss the street lights, in March, members agreed to hold this item in abeyance, until restrictions due to Covid 19 are reduced.
- g. Bus Shelter is in need of some TLC; members discussed a verbal report from AG that the bus shelter in the square needs some refurbishment. TC proposed CF seconded and Members **RESOLVED** for AG to refurbish the bus shelter with a budget of £250.

**37/20 Administration;**

- a. Parish Council email addresses for Councillors; TC to still research this item.
- b. Community Emergency Planning; The Clerk's email and telephone number is on the Buckinghamshire Council website, for residents to ask for help in an emergency, due to Covid-19.
- c. Website; to discuss email received from Joanna Craig.
  - i. TC reported that the platform for the website was ZEN, the website is an accredited .gov site which he would be against changing.

- ii. Regarding the Akeley News being uploaded to the website, TC proposed a disclaimer to say that it is not a publication by the Parish Council. It is uploaded on to the website as a benefit to the residents.

**38/20 CORRESPONDENCE; To note and discuss;**

- o Email from a resident regarding electric wire across a public footpath
- o Clair Flynn has sent her resignation to TC, therefore this will be her last meeting, she said that she would continue to monitor the defibrillator. TC thanked her for all the work she has put in to the Parish Council.

**39/20 PLANNING; To consider planning and development matters;**

**20/01362/APP** Land adj Rose Cottage Chapel Lane Akeley Buckinghamshire / Variation of Condition 2 ( approved plans)and 9 (slab levels) of planning permission 18/02631/APP dated 30/10/2018 – To avoid stepping down into the dwelling, so that disabled access can be constructed to the revised levels shown on drawings number 205-2D and 3D

**Members RESOLVED No Objections**

**Update of outstanding Planning applications**

- a. **20/00421/APP** – The Bull and Butcher The Square Akeley Bucks MK18 5HP / Removal of existing corrugated asbestos roof and removal of all existing concrete roof tiles and replace with new slates to match the existing front elevation roof area. **Approved**
- b. **20/00498/APP** – Ashwood Chapel Lane Akeley Bucks MK18 5HU / Application for change of use to residential curtilage for Ashwood (Retrospective). **Approved**
- c. **20/00624/APP** – Farm Cottage Akeley Wood Lodge Road Akeley Bucks MK18 5BW / Demolition of existing garage and construction of new bay garage with home office (amendment to approval 19/04155APP). **Approved**
- d. **20/00510/APP** – Land West of Moreton Road / Erection of 130 dwellings, associated access and parking, landscaping and amenity space and the change of land from agriculture to use as sports pitches/recreational open space and informal open space.
- e. **19/00329/APP** – Akeley House Buckingham Road Akeley Buckinghamshire MK18 5HL / Demolition of an existing dwelling and erection of a new replacement dwelling / **Awaiting decision**
- f. **18/03471/APP** - Land Adjacent To Leckhampstead Road Akeley / Erection of five detached dwellings, and associated garaging, parking and amenity space, served off two new private drives, a replacement access for existing stabling/paddocks and the widening of Leckhampstead Road to also incorporate a new footpath / **Appeal Ref: 19/00068/NONDET lodged & dismissed**
- g. **19/03553/APP** – Akeley Burial Ground The Square Akeley /Construction of a new structure and landscaped area within the footprint of a ruined church within the burial ground / **Approved**

**40/20** Resolution to exclude the public in accordance with The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)

- i. Contract of Employment; members agreed the circulated contract of employment for the Clerk, subject to an amendment to the ratio regarding holiday entitlement.

**41/20** Date and time of next meeting; 13 July 2020 at 7.30pm - Date to be confirmed

**Meeting Closed at 21.47**