

AKELEY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Akeley Parish Council held in the Village Hall on Monday 17th May 2021 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.

25/21 Nomination & Acceptance of Chairman: John Hockley nominated Sherri Holland. There were no other nominations and all Councillors were in agreement. Proposed by JH seconded by PG. SH accepted.

SH noted that although all Councillors have been elected for 4 years there is a requirement each year to elect a Chairman and Vice Chairman.

26/21 Nomination & Acceptance of Vice Chairman: John Hockley proposed by DC and seconded by SH. JH accepted

27/21 Public Open Forum (under adjournment); No comments

28/21 Attendance and apologies

Present:

Cllrs: Sherri Holland, John Hockley, Debbie Coxall, Chris Clarke, Claire Jones, Cara George, Paul Goodger

Clerk: Natalie Tolley

Members of the public: John Norman, Ellie & Andy Sayer, Helen Butcher, Angela Hawker, John Tibbets

Apologies: None

Absent: None

The Meeting was chaired by Cllr Sherri Holland

29/21 Members interests: members are invited to declare any disclosable 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.

29/21a Cllr Paul Goodger declared an interest for the bin store at Manor Road and the planning application at Akeley Wood School.

30/21 Approval of minutes: Members **RESOLVED** to agree the minutes from the Parish Council meetings held virtually on 1st March 2021, 9th March 2021 and 23rd March 2021. Proposed by CG seconded by DC

31/21 Review of Council's Policies for 2021/22; SH advised the requirement to approve the policies at the annual Parish Council meeting.

31/21a Standing Orders; Prepared in accordance with the NALC standard template for standing orders.

31/21b Financial Regulations; Prepared in accordance with the NALC standard template for financial regulations

31/21c Code of Conduct; This is direct from the Government website and cannot be amended

31/21d Co-option Policy; Agreed in July 2020

31/21e Appraisal Policy; Agreed in December 2020

All Councillors **RESOLVED** to adopt policies **31/21a to 31/21e**. Policies can be reviewed at further meetings if required. The policies will be available on the website.

31/21f Risk Assessments; The current version is dated 2019/20 and is available on the website. To be updated by the clerk for the next meeting. It refers to controls such as signing cheques, public liability insurance and appointing clerks. CC suggested that we require a statement online stating that comments made on social media by councillors are without prejudice and are not the view of the council. DC confirmed that the Parish Council Facebook group does not provide the opportunity for comments however this may start conversations on other portals. No action but DC and CC will discuss a statement regarding any comments on other sites.

The following policies need to be reviewed at the next meeting. SH proposed that a working party is set up to review, amend policies for the next meeting for approval. There are templates on the NALC website but the items that are not relevant need to be removed. CC will look at the GDPR policy.

31/21g Councils Complaints Procedure

31/21h Review of the Council's Procedure for handling requests made under the Freedom of Information & Data Protection Act

31/21i Privacy Policy and Notice

There are 2 privacy policies required, one for the general public which is for the website and one for councillors and employees. It was **RESOLVED** to adopt the general privacy policy so that it can be added to the website

31/21j Information Policy

31/21k Retention of Documents Policy

31/21l GDPR Data Audit

32/21 Appoint representatives i.e. Community Boards, NBPPC; The previous representative was TC. The groups are running but they are during the day and replaced the liaison meetings between Buckinghamshire County Council and Parish Councils. The clerk will look into community boards for the next meeting.

33/21 Review inventory of Assets; Inventory needs to be updated. The clerk will look at the asset list and will walk around the village with PG to update the list for the next meeting. A street plan is required to identify where the assets are.

34/21 Review and Confirmation of Insurance cover; The clerk has asked if the cover includes volunteers and if so what are the age limits, also what is the cost for the cover should we wish to add cover for volunteers. The current policy is year 2 of a 3-year policy. The renewal invoice is for £475.10 which is to be paid before 1st June.

35/21 Review of the Councils subscriptions to other bodies i.e. BALC, NALC, SLCC, NBPPC, AVALC; SH suggested we subscribe to the same bodies again as last year. Members **RESOLVED** to subscribe to BALC, NALC and SLCC, CG proposed, DC seconded. The clerk will look at AVALC and NBPPC.

36/21 Determine the time & place of ordinary meetings 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 Monday of odd months in the year. 7:30pm in the Village Hall. SH confirmed that if any councillor is unable to attend, they must send apologies for the

meeting to avoid being recorded as absent. If recorded as absent for 6 months then Councillors will be removed from their position.

Future Meetings for 2021:

12th July 2021

13th September 2021

8th November 2021

37/21 Finances;

37/21a Members received and agreed the financial statements **to 30th April 2021:**

Lloyds Bank £13,174.20. Nationwide £10,231.84. Nationwide account has been closed since 30th April and the balance deposited into the Lloyds account.

37/21b Invoices received yet to be paid were approved for payment. Payments will be by bank transfer where possible. Proposed by JH and seconded by CG

- a. Phillips Print for newsletter. £15.20
- b. Aylesbury Mains Ltd for street light repair. £233.52
- c. Eon lighting 21/12/20 and 25/03/21. £291.60
- d. Subscriptions for BALC, NALC and LCR (local council review). £95.59
- e. Hedging – reimbursement to SH for hedging planted at rear of transformer. £49.80
- f. Final payment for previous clerk. Confirmed that this was paid last week. £100.80

37/21c To agree internal Auditor this year; Last year the Clerk appointed Melanie Rose. SH has contacted Maids Moreton clerk to see if the person they use could do Akeley's audit this year. The Clerk will make a decision once we hear back from Maids Moreton Clerk. We also have the option to ask a village resident who has carried out the internal audit for us in previous years.

38/21 ENVIRONMENT;

- a. **Recreational Field;** PG pointed out the mole issue and suggested swapping the mower blades and rolling them down.
- b. **Play Park;** to receive any reports and updates; There are 2 new signs saying that the Parish Council own it and no dogs are allowed.
ROSPA inspection is due this month and there were a few things last year of which some have been addressed. The handrail on the slide is an issue as is crumbling. Last year we agreed a sum of £200 to repair that part of the slide. PG asked if the slide needs to be taken out of action. If it is dangerous, we should take out of commission. It was agreed that PG will have a look at it. The Clerk will get a couple of quotes. It states in the financial regulations that expenditure of up to £500 can be agreed with Chairman and Clerk. CG proposed a course of action to get 3 quotes. PG seconded. PG stated if it is low risk just fix it temporarily. SH agreed we will go with a temporary fix for now and the Clerk can start to get quotes. CC suggested getting a quote to replace the whole slide. SH confirmed that everyone was in agreement with this course of action. SH proposed. JH seconded. In connection with this with the 5 new houses there is a section 106 agreement. The builder is required to pay circa £24k when the work starts, to Buckinghamshire council. The Clerk has asked Buckinghamshire Council how we get access to this money for our play area. If we had that amount, we could get grants to go with it. If we could get enough funding, we could look

again at the gym equipment. When there was discussion last year about gym equipment JH went to look at 2 other installations. There are 5 or 6 pieces of kit in each place if anyone wants to have a look. Maids Moreton are in the process of carrying out a consultation for their play area, so we could contact the Maids Moreton clerk for advice.

- c. **Scout Field**; to receive any reports and discuss any updates; No updates
- d. **Grass Cutting**; to receive any reports and updates; No updates
- e. **Roads and traffic**; To discuss any issues; There is a damaged sign near Fox's Farm as you come into the village from Leckhampstead. Looks like one of the straps is broken on the back. PG confirmed that it is not highways. The Clerk will take a photo and contact Transport for Buckinghamshire. PG stated there is another sign as you enter the village from Buckingham that cannot be seen due to overgrown plants. The Clerk will take a photo and contact Transport for Bucks
- f. **Allotments**, to receive any reports and updates; There are 2 spare at the moment. CG tracked down the person that moved out of the village who confirmed they no longer require the allotment so CG asked the person on the interest list if they want it. They currently have the one adjacent and will take on the new one. Everyone has paid their annual rent. JH confirmed that the Innovations group have taken one and that he has trimmed it for them and they are expecting the rotavating to be done in 10 days' time. The 2 that are left are the one in the corner with nettles and the one with overgrown hedges. CG reported that one of the fence posts was fixed in recent years. There are places along side of the fence where trees are growing up. PG confirmed that they will root in the fence line and cause damage. JH will cut down the one near him. JN asked if the 106 grant is just for the play area or can that be used for the fence. SH confirmed that we would need to check the wording on the agreement.
- g. **Street lighting update**; We had a quote last year to update all 26 lights in the village with LED lights including replacing 2 columns in Manor Road. The Parish Council has put money aside and has almost half the money and has applied for a loan. We have the quote for the lights and have the loan agreed but we have to apply to the Secretary of State for Housing, Communities & Local Government to give us permission for the loan. The application was completed and submitted last year and only last month they replied requesting further information. The following resolution was agreed the wording being provided by the government department.

At the Annual Akeley Parish Council meeting of 17th May 2021, it was **RESOLVED** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4759.00 over the borrowing term of 5 years for the upgrading of village street lights with LED street lights including replacement of 2 lighting columns and brackets where required. The annual loan repayments will come to around £952.00. It is not intended to increase the council tax precept for the purpose of the loan repayments.

SH confirmed we are waiting for some further information to complete the documentation. We are waiting for confirmation as to whether the project requires planning permission. We may also need permission from TfB and VAHT dependent on who's land the new columns are on. Subject to us not needing

planning or any other permissions it was **RESOLVED** that we can proceed. SH is concerned that the price may increase as it is a while since the quote was received. SH confirmed that the approval and loan is based on the quoted amount and if it is more, we may have to pay out of our funds. The Clerk has continually contacted the company and advised of the delays due to bureaucracy.

- h. **Dog Bin**, to receive any updates; SH has received a quote for £315 plus VAT for the bin and installation. For the bin only it is £246 plus VAT. It costs £67 a year to empty. CC proposed £315 for bin and installation and DC seconded.
- i. **Broadband**, to receive any updates; SH has been dealing with this and it has been going on a long time. SH only got 5 responses from the residents at Manor Road flats and BT said they need 10 people before they will give us a quote. VAHT are thinking about putting broadband in which would be the best option. The Parish Council has circa £1k set aside for this. SH cannot get further forward at the moment with BT.
- j. **Wild flower area**, to receive any updates; No updates
- k. **Repair to bus shelter**; JH confirmed that AG is waiting for dry weather to do the repair so he will chase him.
- l. **Transformer, Chapel Lane**. To discuss any issues with replacement transformer and boundary fence/hedge; Western Power have been contacted a couple of times and the local representative has been asked by them to contact us to discuss the agreement that they would plant something in front of the transformer. CG has some dog roses and hawthorns from the school that she is unable to plant there. SH confirmed that they could be planted near hedge that has been planted by the PC behind the transformer.

39/21 Administration;

- a. **Appointment of Parish Clerk**; NT is unable to continue as Parish Clerk due to other commitments and therefore we would like to appoint a new Clerk, Helen Butcher following on from an application and interview process and appropriate checks being carried out. JH proposed and DC seconded. Everyone in favour.
- b. **Nationwide bank account**; to receive updates regarding closing of the account; This account has now been closed and the cheque has been paid into Lloyds. No need to think about a deposit account at the moment as there is no interest to be received.
- c. **Community Emergency Planning**; To discuss and receive updates; CG confirmed that a couple of years ago local authorities in particular tiers had emergency contacts if there was an emergency to make it easier to know who to contact. This has now got complicated with insurance and risk. It was **RESOLVED** that we won't do a formal plan for the village and people will deal with things as they happen. SH thanked CG for her efforts on this.
- d. **Website; to receive updates; DC thanked JN for photos for the website. There are two things** left before it goes live. It won't go live without the accessibility statement and privacy policy. As soon as it goes live the old website will be obsolete and no longer accessible. The Accessibility statement is government guided. DC drafted it and Aubergine will double check it. DC asked can we minute that as long as everyone is happy, we can go live? The Privacy policy is also

government led. SH proposed that all can go live once complete and JH seconded. SH thanked DC for the work that has been put into website e. **Facebook**; to receive updates; DC to remove NT as admin and provide HB with admin rights. DC will announce new Clerk on Facebook.

40/21 CORRESPONDENCE;

40/21a Resident's email regarding damaged stiles. JH has repaired the stile

40/21b Resident's contact regarding damaged footpaths. The footpaths and stile near hedgehog retreat are very badly damaged and have been reported to Rights of Way who have offered a kissing gate free of charge as an upgrade to the stile . the landowner is responsible for the stile repair. SH has informed the resident who reported the damage.

40/21c Resident's concern regarding the land in front of Manor Road flats to be used for waste bin for flats; Nothing has been heard since the meeting with VAHT. Clerk to chase.

40/21d Spring clean for village; Buckinghamshire Council are doing a spring clean scheme involving supplying items such as tabards and gloves. The Clerk will contact the Council regarding the campaign. The new clerk was involved in this scheme in Leckhampstead. JH already picks up litter that is found and he will take responsibility for the A413 at both ends of the village. There are restrictions regarding children and coronavirus to be confirmed once the information is received. The scheme is available until the end of June 2021.

41/21 Planning;

- a. **19/00329/APP Akeley House, Buckingham Rd, Akeley. Demolition of an existing dwelling and erection of a new replacement dwelling;** Permission has been refused and the applicants are appealing against the decision.
- b. **Application for a Lawful Development Certificate for the proposed to allow one room for civil ceremonies Open for comment icon Akeley Wood School Akeley Wood Lodge Road Akeley Buckinghamshire MK18 5AE. Ref. No: 21/01440/ACL | Received: Tue 06 Apr 2021 | Validated: Thu 06 May 2021 | Status: Awaiting decision.** The Parish Council have no comments.

42/21 Date of next meeting - Monday 12th July 2021 7.30pm in the Village Hall. This meeting will be preceded by the Annual Parish meeting. Groups from the village will be invited to submit reports. This usually happens in March but has been pushed back to July so that it could be face to face. SH to discuss with the Clerk.

The meeting ended 9.27pm