

AKELEY PARISH COUNCIL

Minutes of a General 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: JH nominated SH. There were no other nominations and all Councillors were in agreement. Proposed by JH seconded by PG. 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: JH proposed by DC and seconded by SH

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

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 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 and financial regulations

31/21b Financial Regulations; Prepared in accordance with the NALC standard template for standing orders and 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 agreed on policies 31/21a to 31/21e but 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. 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 are without prejudice and are not the view of the council. DC confirmed that the online presence of the Parish Council does not have the ability to attach 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 proposes that sub committees are set up to review, amend and provide 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. DC will update and provide the privacy policy. There are 2 privacy policies required, one for the general public and one for the website.

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

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 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 plan is required to identify where the assets are.

34/21 Review and Confirmation of Insurance cover; The clerk has asked if they cover includes volunteers and if so what is the age, 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.

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

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 second Monday of odd months in the year. 7:30pm in the Village Hall. SH confirmed that if anyone is on holiday 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 To receive 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
- b. Aylesbury Mains Ltd for street light repair
- c. Eon lighting 21/12/20 and 25/03/21
- d. Subscriptions for BALC, NALC and LCR (local council review)
- e. Hedging – reimbursement to SH for hedging planted at rear of transformer with JH
- f. Final payment for previous clerk. Confirmed that this was paid last week

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 too. We will have to agree once the Clerk hears back from Maids Moreton Clerk. George Eagle used to do it before and we can ask him. The previous clerk went round to see him and he didn't want contact during covid. It used to be £50. The new Clerk will ask George Eagle.

38/21 ENVIRONMENT;

- a. Recreational Field; PG pointed out the mole issue and suggested swapping the 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 swing needs to be taken out of action. SH stated that the wood needs replacing. If it is dangerous we should take out of commission. 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. PG will do the taping. 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 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 funding 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 applying for grants for their play area so we can 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 as you come into the village from the farm. Looks like one of the straps is broken on the back.

PG confirmed that it is not highways. SH looked on fix my street. The Clerk will contact transport for Buckinghamshire. It may be buckled. The Clerk will take a photo. PG stated there is another sign in the village that cannot be seen due to overgrown plants and he can fix it. The Clerk will look into the owners of the land and confirm.

- 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 haven't taken it on yet. Everyone has paid their annual rent. JH confirmed that the Innovations group have taken one. JH has strimmed the Innovations allotment 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. SH was looking at the fence around the allotments. CG says one of the posts was fixed recently. There are places along side of the fence where trees are growing up. PG confirmed that they will root in there if you are not careful. JH will cut down the one near him. JN asked if the 106 recreational 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 the garden and near 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 government department to give us permission. It was completed and submitted last year and only last month they replied. We need to make the resolution now if everyone is in agreement with it. CC asked if the company putting in the 5 houses will put street lights in and is it worth contacting them to see if there is a deal that can be done. CG does not believe there is street lighting included in the planning permission. NT asked if the council will adopt the roads and lights. SH confirmed we are waiting for some information to complete the documentation. We are waiting for confirmation as to whether the project requires planning permission. We may need permission from Buckinghamshire Council. We may need permission from VAHT for the column outside flats on manor road. Subject to us not needing planning or any other permissions we can proceed. SH is concerned that they will put the price up as it is a while since the quote was received. SH confirmed that the approval and loan is based on the quote 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 week 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 so will chase VAHT.

- 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 is looking into the agreement that they would plant something in front of the transformer. CG has some dog roses and hawthorns that she is unable to plant. SH confirmed that they could be planted near 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. 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. SH has minuted 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. Responsibility for the stile repair is the land owner's responsibility. There has been an offer of a free of charge kissing date however the land owner will have to install it. SH has informed Dennis Lewis.

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 Council meeting. Groups from the village will submit reports which is the Village Hall group and 2 charities. This usually happens in March but has been pushed back to July. SH to discuss with the Clerk.

The meeting ended 9.27pm