

Hall Farm Akeley Road Lillingstone Lovell MK18 5BL

**Minutes of the Parish Council Meeting of Akeley Parish Council held on Wednesday 30th March 2022 at 7.30pm at Akeley Village Hall**

*Helen Butcher* - Clerk to the Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 16/22 Public Open Forum (under adjournment);** for members of the public to bring issues to the Council's attention. Any issues not on the agenda cannot be discussed but will be noted and discussed at the next meeting if appropriate. Issues relating to the agenda will be taken into consideration when the item is discussed in the meeting  
**Leys Field flooding in soak away concern raised by public,**
- 17/22 Attendance and apologies;** Apologies received from Councillors Hockley and Coxall.  
2 members of the public present and a County Councillor
- 18/22 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.  
Councillor George declared an interest in planning item 24/22f
- 19/22 Approval of Minutes;** The Council **RESOLVED** to approve and sign the minutes of the general Meeting held at Akeley Village Hall on 17th January 2022 and the additional meeting held on 17th February 2022
- 20/22 ADMINISTRATION**
- a. **To receive the Clerks report - attached**
- b. **Planning application policy & statement –** The Council **RESOLVED** to adopt the Planning policy and upload it onto the website so all could see what the process is. This was proposed by Councillor Jones and seconded by Councillor George.  
The protocol for meeting with developers was also discussed and Councillor George proposed its adoption, seconded by Councillor Goodger. Council **RESOLVED** to adopt the protocol & upload onto the website.  
**The Council discussed setting up a Planning Sub Committee-** Councillor Clarke proposed that the policy remains the same but that additional meetings are arranged in the month between meetings should there be any planning applications to be discussed. Minimum of three councillors are required to make the meeting valid. The Council **RESOLVED** to follow this process to enable all planning applications to be discussed and considered in more detail.  
**Neighbourhood plans** were also discussed, it was agreed that more information is needed about the process of writing plans and on how to set up a subcommittee before proceeding. Councillor Holland has booked to attend a training session in June. To be discussed further at the May meeting.
- c. **Jubilee celebrations**
- To consider the email from M & Co regarding offer of support for Jubilee Celebrations  
Council **RESOLVED** to contact M & Co to find out more detail on what they are offering.
  - Council **RESOLVED** to find out how many children are in the village via a letter drop asking for responses by end of April. Once this is known commemorative mugs can be ordered for each child under the age of 12.
  - Council **RESOLVED** to plant a Jubilee tree at end of row of trees behind village hall. A budget of £70 was set and a cherry tree was suggested.
  - The Bull & Butcher had suggested a street party be held in the square. Council **RESOLVED** to thank them for the suggestion and gladly support such an event but the Parish Council's focus will be on the Thursday picnic as planned. It was suggested that the Bull & Butcher speak to the Events Committee
  - Thames Valley Police, Bucks Fire & Rescue plus South Central Ambulance Service have been informed about the Beacon lighting. Adult First Aid cover is still needed, Councillor

## **AKELEY PARISH COUNCIL**

George is Paediatric First Aid trained. The suggestion was made to ask Richard from Buckingham AED project for ideas.

As less than 500 people are expected all that is required is a risk assessment to be carried out for the Insurance Company to cover the Jubilee tea. It was **RESOLVED** that Councillor Holland & Clerk to complete one.

- d. **Clerks pay award 2021** – The Council **RESOLVED** to award and back date the 2021 pay award that has recently been agreed.
- e. **Heritage List Bucks CC** – the Council considered whether there were any possible landmarks in Akeley and the most important one seemed to be the undeveloped part of the Leys Field which will be proposed.

### **21/22 Finances;**

- a. The financial statement to 30<sup>th</sup> March 2022 was received
- b. Councillor George proposed and Councillor Clarke seconded all invoices to be paid as per Financial statement except for the invoice from Zeta for the street lighting which will be paid when all the paperwork from Zeta is in order. Council **RESOLVED** to do so.
- c. Accounting software – The Council reviewed the Scribe & Rialtas accounts packages which have been specifically developed for Parish Councils. Councillor George proposed and Councillor Holland seconded that whichever system was deemed most user friendly should be purchased, Council **RESOLVED** to purchase accounting software package to reduce workload and free up clerks time. Ongoing costs are needed for the next meeting.

### **22/22 ENVIRONMENT;**

- a. Recreational Field;
  - Play Park; Andy Gibbs to be asked to resume mowing if able
  - Two quotes have been received for Playground inspections and Council **RESOLVED** to continue with Play Safely as their quote was the lower.
  - Funding has been approved from the Community Board to renovate the communal seating and provide a picnic bench by the play area as phase 1 of revamp
- b. Scout Field; No updates Council **RESOLVED** to keep the rent the same.
- c. Grass Cutting; Mowing will resume shortly
- d. Wildflower area; The sign has been cleaned and looks much better. Funding has been approved from the Community Board for a new bench.
- e. Village clean up – Inside the village looks reasonable. The areas that do need some attention are the verges outside the village but these need to be reported to Street Scene.
- f. Roads and traffic; To discuss any issues, including
  - Overhanging trees & hedges – some progress has been made but more overhanging branches need to be removed. Western Power to be chased up for their opinions on whose lines are caught up in tree branches along Leckhampstead Road
  - A proposal has been received from Men In Sheds to tidy up gates at village entrance. Men in sheds will do the work & the paint is being provided by a village resident. The Council is awaiting a risk assessment but **RESOLVED** to gratefully accept the offer.
  - Community Speedwatch bid has been approved by the Community Board so the Council can now go ahead with purchasing the equipment and setting up training. Three signs are also need for the entrances to the village to give drivers fair warning that it is a Speedwatch area. Clerk will apply to the Community Board for funding for the signs.
  - Signs for the dangerous bend in Chapel Lane were not approved for Community Board Funding.
- g. Andy Gibbs has again repaired the bus shelter in The Square. It now looks much better and time can be taken to consider possible replacements in the future.
- h. The Council received an update from the Footpath Wardens to say they are continuing to walk footpaths & keeping eye on Leys Field to ensure the footpaths are kept open
  - Council considered a villager's suggested alteration to the footpath from the new development in Leckhampstead Road to Church Hill and **RESOLVED** to reply to villager thanking him & contact Buckinghamshire Council to support his idea.
- i. Allotments; to receive any updates.
  - Council thanked Councillor Goodger for his comprehensive report on the allotment fencing. Council **RESOLVED** to obtain a quote from Escapes to replace the fencing and to tidy along the back fence then to look for potential funding streams
  - Council **RESOLVED** to keep the rental rates the same and review in Jan 2023
  - Councillor George raised a query from Innovations, to put their own bench on their plot Council **RESOLVED** to agree to the bench at Innovations own risk, cost etc
- j. Street lighting; Some lights had been on during the day but his now appears to be resolved. The final paperwork from Zeta is being chased

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The Council discussed options for street lighting in Leckhampstead Road/Leys Development as requested by the developer. It was suggested that they light up the entrances to the development but to ask the developer what the British Standard would be. Advice should first be sought from Zeta as they need to match in with the new LED street lights

- k. Defibrillator – The Council **RESOLVED** to cover ongoing costs to maintain the defibrillator. This needs to be increased in the budget to show £113 a year. Replacing the seal on the cabinet will be covered by Buckingham AED Project. A training session for villagers has been arranged on 23<sup>rd</sup> April with Buckingham AED Project to raise awareness and confidence in using the defibrillator.
- l. Broadband; Council **RESOLVED** to publicise on the FB page that in these difficult times if required there are lower sanctioned tariffs available to assist people on certain benefits.
- m. Western Power - Transformer in Chapel Lane; Western Power have emailed today to say they are awaiting a quote for planting a screen in front of the transformer. A request was made to ask the footpath wardens to check the fences along Footpath by generator at the rear of Manor Road.

### **24/22 Planning;**

- a. Householder application for two storey rear and single storey front & side extensions **4 The Close Leckhampstead Road Akeley Bucks MK18 5HD**  
RefNo 22/00227/APP/Recd Mon 24 Jan 2022 Validated Weds 26 Jan 2022 Status Awaiting decision
- b. Submission of details pursuant to Condition 3 - Slab levels, Condition 4 - Construction Management, Condition 5 - Archaeology, Condition 6 - Surface water drainage connection, Condition 7 - Off-site drainage connection, Condition 8 - Preliminary ecological appraisal, Condition 9 - Ecological enhancement plan, Condition 10 - Materials, Condition 11 - Boundary Treatments and Condition 12 - Landscaping relating to permission 20/02433/APP (Appeal ref: APP/J0405/W/20/3259681)  
**Land Adjacent to Leckhampstead Road Akeley Buckinghamshire**  
Ref. No: 20/A2433/DIS | Received: Tue 29 Jun 2021 | Validated: Tue 29 Jun 2021 | Status: Awaiting decision
- c. Submission of details pursuant to Condition 2 (landscape) relating to Planning Permission 20/00498/APP  
**Ashwood Chapel Lane Akeley Buckinghamshire MK18 5HU**  
Ref. No: 20/A0498/DIS | Received: Tue 08 Jun 2021 | Validated: Wed 23 Jun 2021 | Status: Awaiting decision
- d. Detached dwelling  
**Land Adj Maple Tree Cottage Chapel Lane Akeley Buckinghamshire MK18 5HU**  
Ref. No: 21/02258/APP | Received: Fri 28 May 2021 | Validated: Wed 16 Jun 2021 | Status: Approved
- e. Demolition of existing garage and erection of new replacement garage.  
**Manor Farm Leckhampstead Road Akeley Buckinghamshire MK18 5HE**  
Ref. No: 21/01787/APP | Received: Tue 27 Apr 2021 | Validated: Wed 09 Jun 2021 | Status: Approved
- f. Proposed 1no. new three bedroom chalet bungalow   
**Land Off Chapel Lane Akeley Buckinghamshire**  
Ref. No: 20/03903/APP | Received: Wed 18 Nov 2020 | Validated: Fri 20 Nov 2020 | Status: Awaiting decision. The council **RESOLVED** to make no comment

**25/22** Date and time of next meeting; Monday 9<sup>th</sup> May 2022 at 7.30pm - Date to be confirmed

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.

 **AKELEY PARISH COUNCIL**  
**Clerks Report January 2022**

**Finances**

VAT claim has been claimed for 2019 and is now being prepared for 2020 & then 2021. Additional costs have been incurred from the renewal of the Microsoft Office license on the clerks laptop which was not accounted for in the budget, the original having come with the laptop set up on purchase.

Accounting software packages specifically designed for Parish Councils have been evaluated as one of these would save a significant amount of the Clerks time freeing up more time to deal with other issues within the Parish as they arise. They would also help ensure that VAT can be claimed regularly and that the accounts are accurate and reports can be produced more efficiently. Details of Scribe and Rialtas software have been circulated to the Councillors. Both look good but the contact with Scribe to date has been particularly helpful.

**Admin**

The migration of emails across to the new system has been completed and to date it appears all Councillors can access the email which means that the Council has private email accounts. A few teething problems have been sorted by Aubergine who are providing excellent support service.

**Community Speed Watch**

Applications were made to the Community Board for funds to buy the equipment and the Akeley Community Speedwatch Group has been set up. To date three people have completed the online training. A further push is needed to recruit more now the funding has been confirmed.

**Play area**

Two quotes have been received for carrying out inspections of the play area.

A successful bid was made to the Community Board which means that phase one of the refurbishment can start with picnic bench, a bench and the refurbishment of the communal seating area.

The play area has been cleaned and looks much better. The cleaning did result in some repairs being needed to the slide as expected due to its age & frailty – these have been actioned.

**Roads & Traffic**

The tree overhanging the road at the top of Church Hill / Leckhampstead Road has had a section cut back.

The bid to the Community Board to fund the traffic signs warning of the sharp bend along Chapel Lane was not successful as it was not supported by Transport for Bucks.

**LED Street Lighting Project**

Salix have been informed that the project has been completed & are ready to pay the loan.

**Leys Field Development**

So many issues were being raised by villagers regarding the site such as excess water being drained onto Leckhampstead Road, lorries obstructing the highway, lorries driving over verges leaving ruts in the grass, mud over the road & wheels not being washed before lorries leave the site, hours of working etc it was decided to report the issues to the planning inspectors. They have visited the site and we are awaiting their report.

**New hay barn**

A new hay barn was reported as being built along Akeley Lodge Road by residents. This was looked into but was found to be approved as an agricultural permitted development. Contact is being made via the land owners agent to invite some information about how the barn will be used.

**Jubilee**

The Bring Your Own Tea Party has been logged with national beacon listings, TVP & Bucks Fire & Rescue.

Information has been gathered re commemorative mugs etc.