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Hall Farm Akeley Road Lillingstone Lovell MK18 5BL

Draft Minutes of the Annual Parish Council Meeting of Akeley Parish Council held on Monday 9th May 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 Nomination and acceptance of Chair** Councillor Sherri Holland was nominated as Chair by Councillor Hockley and seconded by Councillor Jones, Council unanimously **RESOLVED** to support the nomination.
- 17/22 Nomination and acceptance of Vice Chair** Councillor Hockley was nominated as Vice Chair by Councillor Jones and Council unanimously **RESOLVED** to support the nomination.
- 18/22 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. **No members of the public were present**
- 19/22 Attendance and apologies;** Apologies were received and accepted from Councillors Goodger and Coxall and from County Councillor Mordue
- 20/22 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 the planning applications in Chapel Lane
- 21/22 Approval of Minutes;** Council **RESOLVED** to approve the minutes from the general Meeting held at Akeley Village Hall Wednesday 30th March 2022 which were duly signed by Councillor Holland.
- 22/22 Review of Councils policies for 2022/23**
- Financial regulations to be amended as follows - paragraph 6.18 Any debit card issued for use will be restricted to payments authorised by the council at a meeting and where other payment methods cannot be used. It was **RESOLVED** that the amendment be accepted.
 - standing orders
 - co-option policy
 - appraisal policy and protocol
 - disciplinary policy
 - grievance policy
 - health & safety policy
 - sickness absence policy
 - expenses policy
 - equality & diversity policy
 - anti-bullying & harassment policy
 - social media policy
 - information policy for adoption by the Council. It was **RESOLVED** that the new policy be adopted.
- All other policies were reviewed and Council **RESOLVED** to approve them and upload the revised and new policies to the website.
- 23/22 Appoint representatives i.e. Community Boards,** rather than appointing individual Councillors Council **RESOLVED** to continue sharing dates of meetings and communicating via email so that anyone can attend if they are free and interested.
- 24/22 Review inventory of Assets** it was noted that throughout the year this will need updating as more assets are acquired. Councillor George raised the question as to whether the street lighting value needs increasing following the installation of LED lights. This will be looked at prior to the June meeting

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25/22 Confirmation of Insurance cover the current Zurich long term agreement continues until June next year. Clerk to check if the cover for the streetlights needs to be increased in view of the switch over to LED lights and to also ask about extending the long-term agreement in preparation for the next renewal date.

26/22 Review of the Councils subscriptions to other bodies i.e. BMKALC, SLCC, NALC Council RESOLVED to continue all these subscriptions as all provided good support and information. Clerk to check CLCC subscription and renewal date.

27/22 Determine the time & place of ordinary meeting of full Council up to and including the next annual meeting of the Full Council. Council **RESOLVED** to continue meeting on the 2nd Monday of alternate months at the Village Hall at 7.30pm.

Monday 11 th July 2022	Monday 9 th January 2023
Monday 12 th September	Monday 13 th March
Monday 14 th November	Monday 8 th May

28/22 ADMINISTRATION

- a. **The Clerks report was noted** – correction made to planning item as this refers to a different property & gates not all repainted.
- b. **Planning application policy & statement – To consider the information and discuss setting up a Sub Committee to look into developing a Neighbourhood Plan** this item was deferred to July after Councillor Hollands training.
- c. **Jubilee celebrations** – There are 23 children in the village below the age of 12 who would like a jubilee mug. The minimum order is 36. The others could be sold on. Councillor Jones offered to make a card to go with each mug. Council **RESOLVED** to buy 36
- d. **Final arrangement for village picnic and beacon lighting –**
 - Decorate the Village Hall at 10am, Clerk & Councillor Holland to look for bunting etc to decorate
 - Set up tables etc from 4.30pm picnic open from 5pm
 - First aider has been found but need to check they are available for the evening also
 - There will be prizes for best dressed table
 - beacon lighting 9.45 with glass of sparkling wine served from 9.30 for a toast to the queen Volunteer has come forward to fill the beacon & set out barriers.
 - Leaflet to go through every door to confirm details re picnic & beacon – Councillor Jones to design
 - Need a dozen bottles of sparkling wine- Councillor Holland to buy, disposable glasses Councillor Clarke to buy.
 - Councillor Hockley to light the beacon

29/22 Finances;

- a. To receive the financial statement: to end April 2022
- b. Council **RESOLVED** to approve payment of the invoices listed in the financial report. Clerk to contact Zen to chase up payment of credit note sent via email. Proposed by Councillor Clarke seconded by Councillor George
- c. AGAR 2022/23 documents. Council **RESOLVED** to appoint Deborah O'Brien as Internal Auditor. The cost has been quoted at £80. An additional meeting was agreed for the 15th June to approve all the AGAR documents.

30/22 ENVIRONMENT;

- a. Recreational Field; the recreational area has been cut around the wildflowers that have grown up
- b. Play Park; The grants from Community Board for seating has been approved so Council **RESOLVED** to purchase the benches and claim the money back as direct by the Community Board. An email has been sent to confirm the go ahead for the work on the Communal Seating area. The new benches will need to be secured into the ground, once the dimensions of them have been confirmed options can then be costed. An email has been sent to chase up Komplan for a quote for the play area.
- c. Scout Field; to receive any reports and discuss any updates no issues reported
- d. Grass Cutting; to receive any reports and discuss. No issues reported
- e. Wildflower area; no issues reported
- f. Roads and traffic; To discuss any issues, including
 - Community Speedwatch update - we have three registered volunteers and a further three who have volunteered to participate and have now been sent the links for the training. An

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email has been sent to TVP to check if the signs currently in place on the Akeley signs are sufficient or if we do need to purchase the Community Speedwatch signs in which case we need 4 to cover all entrances to the village. The Community Board has approved funding for the equipment so Council **RESOLVED** to go ahead and purchase it and claim the money back. Councillor Holland to buy.

- g.** Footpaths; Councillor Clarke reported an issue along the Back Lane footpath off Leckhampstead Road. A tree branch has broken through the fence and is causing a hazard on the path. This has since been reported on FIX MY STREET.
- h.** Allotments; All allotments are now rented out, clerk to chase up quote from Escapes to tidy the back fence. Innovations have their bench in situ
- i.** Street lighting; Zeta have again been emailed asking for a proper map with all the lights reference numbers plus guidance on completing the final steps with Elexon. Council **RESOLVED** to pay the outstanding invoice as soon as these have been completed.

31/22 Planning;


- **Erection of dwelling (amendment to approval 21/02258/APP)**
Planning Application
Land Adj Maple Tree Cottage Chapel Lane Akeley Buckinghamshire MK18 5HU
Ref. No: 22/01141/APP | Received: Tue 29 Mar 2022 | Validated: Tue 29 Mar 2022 | Status: Pending Consideration. It was **RESOLVED** that The Clerk would respond with no objection

- **T1 - Remove storm-damaged Leylandii. The tree has fallen apart in recent storms, the job is to remove the remaining quarter as there is high risk of failure.** 

Hillberry Lillingstone Road Akeley Buckinghamshire MK18 5HZ
Ref. No: 22/01297/ATC | Received: Fri 08 Apr 2022 | Validated: Fri 08 Apr 2022 | Status: Awaiting decision. It was **RESOLVED** that The Clerk would respond with no objection

- **Various works to various trees - See appended survey for full details** 

The Rectory Buckingham Road Akeley Buckinghamshire MK18 5HJ
Ref. No: 22/01204/ATP | Received: Fri 01 Apr 2022 | Validated: Fri 01 Apr 2022 | Status: Awaiting decision. It was **RESOLVED** that the Council would make no comment

- **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

32/22 Date and time of next meeting; Weds 15th June 7.30pm to sign off AGAR documents. Monday 11th July 2022 at 7.30pm both at Village Hall

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.

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Revised Clerks Report May 2022

Finances

The accounts have been completed for 2021/22 and handed over to the Internal Auditor for review.

Environment

The overhanging trees in Leckhampstead Road were reported to Western Power but no response has been received.

The gates at the village entrance from Buckingham have been painted and tidied by Men in Sheds. They have done an excellent job and their work is very much appreciated.

An email was sent to Bucks CC in support of the suggested alterations to the footpath from the Leys Field development to Church Hill.

EScapes have been asked to quote to replace the fencing around the allotments and tidy the back area.

An email has been sent to the developers of Leys Field regarding suggested positioning and types of street lights with the email contact for Zeta lighting to ensure we have consistency within the village.

Three AED training sessions were held on Saturday 23rd April in the village hall. They were extremely well received by all who attended. Thank you to Richard Watkins from the Buckingham AED project for delivering the training and thanks to the village hall committee for allowing the use of the village hall

Jubilee Celebrations

A certified First Aider has been found to attend the picnic tea & Beacon lighting.

The Jubilee tree will need to be planted in autumn to ensure its best chance of survival; information leaflet has been obtained from Buckingham Garden Centre to enable council to choose the cherry tree. An order can then be placed with the Garden Centre for Autumn delivery and planting. There will be sufficient money in the agreed budget for the tree and stakes etc.

Heritage List Bucks CC

The remainder of the Leys Field has been put forward as a possible local landmark.

Play area

Has been mown and tidied up.

BMKALC have asked all Parishes with sect 106 money pending to email them outlining the proposed project, amount due etc. This has been done and a further update is awaited. It was noted that our discussions with the County Council regarding this money started in April 2021.

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Leys Field Development

Feedback has been requested from the Planning Inspectors as none has been received so far.

There have been further issues which have come under the remit of Environmental Health which have been raised with Bucks CC accordingly.