

 Akeley Parish Council

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Parish Clerk Helen Butcher

**DRAFT MINUTES 11<sup>th</sup> July 2022**

- 39/22 **Public Open Forum (under adjournment);** There were seven members of the public present, including the family from Akeley Wood Lodge Road hay barn, who explained how they work collecting & baling straw locally to then transport to Devon & Cornwall throughout the year. It was agreed that a post will be put out on Facebook to explain how they work. Issues such as waste collection and the trees overhanging the road were discussed and the family were advised how to sort these out. The family were thanked for making the effort to come to the meeting.
- 40/22 **Attendance and apologies; in** attendance were Councillors Holland (Chair), George, Goodger, Coxall, Jones & Hockley. Clerk Helen Butcher. **Apologies** were received from County Councillor Mordue.
- 41/22 **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. None were declared
- 42/22 **Approval of Minutes;** Council **RESOLVED** to approve the minutes from an additional meeting held at Akeley Village Hall on Wednesday 22<sup>nd</sup> June 2022 to finalise the 2021 22 AGAR submission as proposed by Councillor George and seconded by Councillor?
- 43/22 **ADMINISTRATION**
- a. **The Clerks report was received verbally**
  - b. **To receive the resignation of Councillor Chris Clarke and consider next steps**

The official notice has been put out stating the time within which an election can be called if required. Once completed (20<sup>th</sup> July), the process can start to co-opt a new Councillor. Notices to be placed on PC Notice Boards and on FB using the NALC templates.
  - c. **To review the Standing Orders and Code of Conduct**

The Standing orders are to be reviewed at the September meeting  
Council **RESOLVED** to adopt the updated LGA Code of conduct as proposed and seconded by Councillors Goodger and George
  - d. **To receive an update on developing a Neighbourhood Plan**

Councillor Holland reported on the training she had attended which was complex. The aim is to formally designate land which would be suitable/ preferred for development or for retaining as open space etc. The process involves a lot of work & grants available to cover the costs as they are legal documents & you need evidence to support your plan.  
Council also discussed the County Councils wider call for sites as part of the new Local Plan.  
Council **RESOLVED** that the clerk will contact Howard Mordue for help also liaise with Maids Moreton Parish Council who have recently started the process.
  - e. **To receive and review the Accessibility Statement for the Website**

Councillor George queried whether the statement should say “software required for visually impaired” not hearing impaired, Councillor Coxall to check with Aubergine. Council **RESOLVED** to approve the Accessibility Statement subject to this being clarified.  
It was noted that documents need to be saved clearly & consistently to aid accessibility

**f. To approve the use of Surveys on Facebook**

Councillor Coxall suggested that free surveys on Facebook are an easy & quick free service to gauge residents responses to ideas. It was noted that they should also be put on Notice Boards. Council **RESOLVED** to approved their for use for gauging snap shot responses and to test it with suggestion of a wildlife event in the Autumn.

**g. Operation London Bridge –** The Councils responsibilities & the cascade of announcements were discussed. The Website can link in to be automatically updated – Councillor Coxall to check this out with Aubergine.

Clerk to contact BALC for detailed local guidance

Council **RESOLVED** to buy a Book of condolence – to be held at the village hall in the event of the death of a senior member of the Royal family, plus arrange a photograph in a frame which would also need to be displayed

No council business will be conducted during the days of mourning.

44/22 **FINANCES;**

**a.** To receive the financial statement: to end June 2022

Bank balance as of 27<sup>th</sup> June 2022 is £13,196.06

Council received a selection of financial reports produced on Scribe Accounting system. Council **RESOLVED** that the following reports should be presented to council

Quarterly report comparing expenditure to budget

Each meeting - Transactions for all banks  
Payments for auth  
Expenditure against budget

6 monthly - Breakdown of receipts & payments

**b.** To note invoices to be paid in July 2022 see Financial statement

Council **RESOLVED** to pay all invoices listed as due for payment in July.

The invoice for LC Carpentry is to be paid on completion of the work. Proposed and seconded by Councillors George & Hockley

It was suggested that the Clerk check if the editing of Akeley News could be paid annually rather than quarterly

45/22 **ENVIRONMENT;**

**a.** Recreational Field;

- To consider minor repairs to the shed by the play area  
The wooden slats need replacing/repairing to the side of the door as does the flooring inside the door. Council **RESOLVED** to ask Andy Gibbs to quote to do repairs and approved expenditure up to £100.

**b.** Play Park; to receive any updates inc. grants from Community Board for seating

- The Safety Inspection Report was received – Council discussed a sign for basketball hoop & **RESOLVED** to order sign A4 size with red lettering Councillor Coxall to supply contact details of sign makers used previously.

Councillor Goodger offered to fix football net

- The new bench and picnic tables have been ordered & the communal seating area is currently being refurbished

- To consider restarting the working group looking at the play area refurbishment.

Councillor Holland to put out a post on Facebook and restart the working group looking into refurbishment of the play area.

**c.** Scout Field; no problems reported

**d.** Grass Cutting;

- The Devolved Services map was reviewed and plans considered for No Mow May 2023

Possible areas identified as suitable to leave unmown throughout May were the top of Church Hill, by bus stop at top of Coronation Cottages and past Hillside Farm going out of the village. Council **RESOLVED** to discuss this with Escapes & then leave then unmown next May & see what grows. An explanation will be posted on Facebook to inform residents next Spring. It was also noted that residents need to be reminded that wild flowers such as Bluebells are protected and therefore should not be mown

- e. Wildflower area; the orchids are doing very well. Plan is to check beginning of August to gauge best mowing time.
- f. Trees – to discuss the requirements for tree surveys  
Councillor Hockley has counted approx. 200 trees in the village, not all are on Parish Council land. The Housing Association inspects those in Manor Road  
Council **RESOLVED** that Councillors Hockley & Goodger carry out a risk assessment using a traffic light system to identify any that need proper referral to an arborist. This will create an ongoing priority list
- g. Wildlife conservation
  - Hedgehog Highway Project- The National Hedgehog Assoc is urging councils to promote hedgehog highways between houses. Council **RESOLVED** to add information to Facebook & website & notice boards
  - Support Wildlife Parish – the local wildlife trust is encouraging local councils to promote taking care of wildlife. Council **RESOLVED** to add more information to website and Facebook
- h. Roads and traffic; To discuss any issues, including
  - Council was updated re Community Speedwatch. A couple of training sessions will be needed to capture all volunteers. Some suitable sites were considered and these will be discussed at the training sessions.
- i. Council was updated on the Transport for Bucks plans for repairs to the road surface in Chapel Lane
- j. Footpaths; the Footpath Wardens continue to walk & check the footpaths. Some are overgrown which they are reporting to Bucks CC
- k. Allotments; to receive any updates.  
All fees now in. One tenant has asked about water supply, there are currently water barrels around the shed which are available for use.  
Need to chase Escapes for quote for replacing the fence, one allotment holder has offered to do quote for fencing Councillor George to send details to the Clerk
- l. To consider plan for maintenance of Parish notice boards  
It was noted that the Board by school needs re varnishing.  
It was suggested that the one by Coronation Cottages –be moved into the bus shelter & remove outer cover, new back board. Council **RESOLVED** to ask Andy Gibbs to rub down & weather proof & move the notice boards and approve expenditure up to £150
- m. To consider and approve purchase of more lamp post poppies – Councillor Hockley has enquired about purchasing another 10 poppies and is waiting to hear back Council **RESOLVED** to approve expenditure up to £50 Councillor Coxall reminded Council that some residents had offered to contribute to this spending.

#### 46/22 **PLANNING;**

##### a. **New Planning applications - None**

##### b. **Decisions made by Bucks CC Planning Dept**

21/02258/APP land adj Maple Tree Cottage- Approved

22/01297/ATC Remove damaged Leylandii, Hillberry Lillingstone Road – Approved

22/01204/ATP Work to trees, The Rectory Buckingham Road – consent given  
21/02258/APP land adj to Maple Tree Cottage Chapel Lane – Approved  
22/00854/APP Woodland Cottage - application withdrawn  
20/A2433/DIS Lad adjacent to Leckhampstead Road – Approved  
20/O3903/APP Land off Chapel Lane – Refused

**c. Other planning Consultations - None**

47/22 **Date and time of next meeting; Monday 19<sup>th</sup> September 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.

## **Clerks Report July 2022**

### **Finances**

The 2022 AGAR has been completed and the appropriate documents submitted before the deadline.

### **Environment**

The overhanging trees in Leckhampstead Road will be dealt with once the new BT cables are put in place for the new development.

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

A screen of shrubbery has now been planted in front of the sub station in Chapel Lane.

The new picnic benches and a park bench have been ordered but the company was prepared to invoice the Council after dispatch rather than take a credit card payment.

### **Jubilee Celebrations**

The Jubilee Celebrations were a huge success. Thank you to all those who worked together so well to ensure that both the afternoon picnic and the beacon lighting went so smoothly.

### **Play area**

Inspection has been carried out and report sent out

### **Planning**

Councilor Holland & myself went to meet the owners of the straw barn at Akeley Wood Lodge Road. They had had an issue with some rubbish bags which they couldn't get collected, contact details for the County Council have been given.

Due to the number of concerns raised by residents regarding the caravans on site which we were unable to answer, the matter has been referred to the County Council.

## PAYMENTS (AWAITING AUTHORISATION) LIST

8 July 2022 (2022 - 2023)

2 Jubilee expenses 17/06/2022 Lloyds Bank Account reimbursement Helen Butcher S 175.80  
35.16 210.96

26 Playground inspection 08/07/2022 Lloyds Bank Account ROSPA inspection PlaySafety S  
77.00 15.40 92.40

29 Stationary Printing & postage 08/07/2022 Lloyds Bank Account Akeley News Philips Print S  
17.10 3.42 20.52

34 Website fees 08/07/2022 Lloyds Bank Account website Microsoft S 24.00 4.80 28.80

24 Grass cutting play area 08/07/2022 Lloyds Bank Account play area mowing Andy Gibbs E  
120.00 120.00

25 Replacement & repairs 08/07/2022 Lloyds Bank Account play area seating LJC Carpentry E  
1,575.00 1,575.00

27 clerks expenses 08/07/2022 Lloyds Bank Account clerks expenses Helen Butcher E 78.00  
78.00

28 Annual Payroll Services 08/07/2022 Lloyds Bank Account Pay roll Pam Fox accountancy E  
120.00 120.00

32 BMKALC Subs 08/07/2022 Lloyds Bank Account BCC invoice BMKALC E 51.11 51.11

33 Stationary Printing & postage 08/07/2022 Lloyds Bank Account Akeley News Akeley News E  
10.00 10.00

35 Clerks salary & tax 08/07/2022 Lloyds Bank Account Clerks wages Helen Butcher E redacted

36 Training 08/07/2022 Lloyds Bank Account Training BMKALC E 45.00 45.00

37 Website fees 08/07/2022 Lloyds Bank Account website Aubergine E 120.00 120.00

**Total £3,853.01 VAT 58.78 £3,911.79**