

MINUTES of the Meeting of **Great Brickhill Parish Council** held on
Tuesday 7th November 2017 at 7.30pm in the Parish Hall, Great Brickhill

PRESENT: Cllrs Mr C Leech (Chairman), Mr D Bratt, Mr K Jackson, Mr R Kettle, Mr A Middleton,
Mrs W New, Ms B Wight

IN ATTENDANCE: Mrs K Barker (Clerk), 7 members of the public were present

1191 **Apologies for absence** – County Cllr Mrs J Blake

1192 **Minutes**

The minutes of the meeting held on the 3rd October 2017 were approved. Cllr Wight proposed, seconded by Cllr Kettle the approval of the minutes as a true record, all agreed by those present and signed by the Chairman.

1193 **Declarations of Interest**

Cllr Leech – Finance Point 1196.2

Cllr Kettle - Finance Point 1196.2

1194 **Matters arising**

There were no matters arising.

1195 **Reports (County and District Cllrs, other organisations)**

1195.1 County Cllr Blake was not present.

1195.2 District Cllr Blake was not present.

1195.3 Marco Loxley – Youth Café

Marco said that the Youth Café has now been running for 10 years. He gave out a sheet showing attendance figures and the areas they come from. On average there are 22 to 25 attendees per week. Marco reported that he recently took 7 young people on a residential trip to Snowdonia and he hopes to double that figure on the next trip. Marco asked that the Parish Council consider offering a subsidy for individual places. The Chairman thanked Marco for attending.

1196 **Finance:**

1196.1 Bank balances:

| Barclays/Santander | £ |
|---|-------------------|
| Community (Barclays) | 35,829.46 |
| Business Reserve (Barclays) | 4,282.49 |
| Business Premium (Barclays) MUGA Income | 2,297.56 |
| Investment Business Premium (Barclays) | 0.04 |
| Business Reserve (Santander) | 55,570.67 |
| Business Bond (Santander) | 85,000.00 |
| TOTAL | 182,980.22 |

1196.2 The Chairman proposed, seconded by Cllr Bratt the approval of the following payments, all agreed:

| Cheque Number | Payee | £ |
|----------------------|--|-----------------|
| 700601 | K Barker – Salary | 481.60 |
| 700601 | K Barker – Expenses | 28.22 |
| 700602 | Turney Landscapes – grass cutting | 750.00 |
| 700603 | C Leech – re-imburse for signs | 16.50 |
| 700603 | C Leech – re-imburse deed, Cemetery wall | 35.94 |
| 700604 | Mazars – external audit | 510.00 |
| 700605 | e.on – electricity bill | 398.83 |
| 700606 | Aylesbury Mains – light repairs | 62.52 |
| 700606 | Aylesbury Mains – light repairs | 85.20 |
| 700607 | CPRE – membership | 36.00 |
| 700608 | Barbara Osborne – payroll | 60.00 |
| 700609 | Glasdon – litter bin | 188.29 |
| 700610 | Marco Loxley – youth café | 259.60 |
| 700611 | R Kettle – expenses | 43.10 |
| | TOTAL | 2,955.80 |

1196.3 Other financial matters:

1196.3.1 Budget Report

The Clerk gave a budget report to all Cllrs showing expenditure to date.

1196.3.2 Clerks Tax – GBPC refund request to HMRC

The Clerk said that Barbara Osborne, the Payroll Service, will shortly apply for the tax refund.

1196.3.3 Parish Council/Parish Hall Committee VAT clarification

Cllrs discussed the Legal Topics obtained to clarify the VAT situation between the Parish Council and Parish Hall Committee. A local council cannot use its right to a refund of VAT to benefit other bodies but there are exceptions to the rule. Where a Council is given funds for specified purposes it may reclaim VAT provided that it makes the purchase itself and retains ownership of the purchase. A Council may purchase goods or services and donate for use by a voluntary body without receiving any reimbursement. Cllrs noted the rules and agreed to finalise the details at the next meeting.

1196.3.4 Budget and precept – 2018/19 – for preliminary discussion

Cllrs agreed to hold a finance meeting in November. The Clerk to book the meeting room and confirm the date. **(Action Clerk)**

1196.3.5 MUGA income £40, £300 cheque, £190 cheque

Noted by the Parish Council.

1196.3.6 Grant for Senior Sports in the Parish Hall

Cllr Bratt passed two grant application forms to the Clerk. One for a new table tennis table and another for new bowling mats and accessories. Cllr Bratt said that there are some funds available from the Table Tennis Club, Bowling Club and the Parochial Charity. He requested some funding from the Parish Council of £228 towards the table tennis table and £272 towards the bowling mats and accessories. Cllr Bratt said that he will apply for New Homes Bonus micro grant funding as well on behalf of the Parish Council in view of the VAT regulations. The Chairman proposed, seconded by Cllr Wight to agree to the proposal, all agreed. The Clerk to transfer any remaining budget in the insurance budget to general village expenses to cover the cost above to the Parish Council.

(Action Cllr Bratt/Clerk)

1197 **Review of Projects**

1197.1 Traffic Calming Measures - Lower Way

The Clerk said that she sent a signed copy of the quotation for the feasibility study to Tfb and is awaiting a response as to what, if anything, the Parish Council needs to do next.

1197.1.1 NHB funding towards Traffic calming

Cllr Wight said that there is a good chance of getting accepted for funding but the Parish Council must put forward a robust application.

1198 **Village Improvements Committee**

1198.1 Mobile Vehicle Activated Signs

The Chairman said that the signs are working well. The data shows that speeding occurs at all times of the day.

1198.2 Letters to landowners re ditches/hedges

Cllr Wight to draft a letter.

(Action Cllr Wight)

1199 **Reports – village organisations**

1199.1 Parish Hall Committee

Cllr Bratt said that the new Caretaker, Mark Coram, is doing a good job. The Committee now meet on alternate months.

1200 **Village Matters:**

1200.1 Unregistered land in Great Brickhill

The Chairman said that the unregistered pieces of land in the village need to be surveyed so that they are land registry compliant. He said that he has obtained a quotation for the survey which was expensive and needs to obtain other quotations.

- 1200.2 Public footpaths – progress (Access from Cricket Club to John Horncapps Lane/Pochards Lake to Cuff Lane)
- 1200.2.1 Signs for new footpath
Cllr Jackson said that he is awaiting a draft copy of the signs and once they are confirmed the Clerk will need to put in an official order.
(Action Cllr Jackson/Clerk)
- 1200.2.2 Dog Bin for new footpath
The Chairman said that the new dog bin can be installed by the Parish Council and he has collected it from AVDC. The cost has reduced to £186.99. The new bin must be added to the dog bin emptying schedule once installed.
- 1200.3 Cuff Lane Residents parking signs
The Chairman said that two of the signs have been put up so far on private land.
- 1200.4 Village Logo – update
Nothing to report.
- 1200.5 Village street lighting
The Parish Council agreed to remove the item from the agenda as it may be incorporated in the traffic calming measures.
- 1200.6 School Parking
Cllr New said that the walking bus continues to thrive. The numbers have dropped a little so new incentives are being considered to encourage children to join in. She said that she will be meeting with the Head Teacher to discuss how the children taking part can be recognised in the school system such as issuing of certificates. Road safety week takes place in November and it would be good to involve the school in a community project such as ‘design a road safety banner’ which could be moved around the village. Cllrs agreed that they would support this initiative.
- 1200.7 Broadband
The village has now been connected. Remove from the agenda.
- 1200.8 Village website regeneration
Cllr Middleton said that he needs some assistance to finalise the changes. The Chairman offered to assist.
- 1200.9 Cemetery wall damage
The Chairman said that the original conveyance shows that the wall should be maintained by the house owner. The Parish Council noted that residents feel they should not take full responsibility as they believe the damage to the wall has been caused by the ivy on the cemetery side. The Chairman, Cllr Wight and residents to hold a meeting with a contractor to discuss options.
- 1200.10 Sports Ground – proposal for 2nd ground
The Chairman said that after hearing back from the Grant Officer, a letter was sent from the Parish Council last month confirming that it would not be appropriate to apply for the NHB funding on behalf of the Cricket Club. A letter has since been received from the Sports Ground Working Group voicing their concern that the Parish Council has not given its support and asking that the Parish Council reconsiders its decision. The Chairman said that the Parish Council is supportive of a new sports ground but it is the use of the Parish Council as a vehicle to apply for money towards the project that is a concern, particularly if the NHB application criteria cannot be met. As tenure and public access to the land is an issue, Cllrs agreed that further discussions would need to take place between the land owner and the Cricket Club. A letter to be sent to the Sports Ground Working Group.
(Action Chairman/Cllr Wight/Clerk)
- 1200.11 Boundary with Soulbury
The Chairman said that he will pursue the issue with AVDC and Cllr Wight agreed to write a letter to Soulbury Parish Council.
(Action Chairman/Cllr Wight)

1200.12 Gardening Club

Resident, Ivan Mears, gave an update regarding the new Gardening Club. He said that the club want to improve the village and start up the 'Open Gardens' again. He said that the club also want to improve the chances of the village winning the Best Kept Village competition. Mr Mears said that once the club is properly constituted, the clubs intention is to apply for grant funding. They would also welcome a donation from the Parish Council.

1200.13 Allotments – constitution

The Parish Council discussed the request from a resident to buy an allotment and use as part of their garden. The Chairman said that the Allotment Act requires that the Parish Council would have to use the money from the sale of an allotment plot to buy alternative allotment land or improve existing plots. Cllrs agreed to take a look at the plot in question. **(Action all Cllrs)**

1200.14 Grass cutting – Contract and system of reporting

The Chairman proposed, seconded by Cllr New to extend the Grass Cutting contract with Turney Landscapes for a further two years providing they will not increase their costs. The Chairman said that a system of reporting needs to be set up and he will contact Turneys to see how this can be achieved. **(Action Chairman/Clerk)**

1201 **Public Participation** (see end of minutes)

1202 **Planning:**

1202.1 Planning Applications

1202.1.1 17/03795/APP – Bryerley Springs Farm – extension to existing horse barn to provide additional floor area for riding school horses. The Parish Council has no objection to the application.

1202.1.2 17/03876/APP – Furze Hill, Ivy Lane – change of use of land and installation of solar panels over a 20m x 16m area to serve Furze Hill. The Parish Council support the application.

1202.1.3 17/03988/APP – Park Farm, Home Farm Lane – barn conversion and extension. The Parish Council support the application.

1202.1.4 17/04132/APP – Furze Hill, Ivy Lane – new window to existing basement. The Parish Council support the application.

1202.2 Decisions:

1202.2.1 17/03553/COUAR – Papermill Farm, Bragenham Side, Stoke Hammond – determination as to whether prior approval is required in respect of transport and highway impact, noise, contamination risk, flooding and locational considerations for the conversion of an agricultural building into one dwelling (Class Q (a)) and in relation to design and external appearance of the building (Class Q (b)). Approved. Noted by the Parish Council. The Parish Council was disappointed as this was contrary to their decision to object to the application. The Clerk was asked to write to AVDC and ask why the Parish Council were not informed of their decision to approve it given that the Parish Council objected. **(Action Clerk)**

1202.2.2 17/03397/APP – 11 Green End – erection of garden building. Approved. Noted by the Parish Council.

1202.3 **Other Planning Matters**

1202.3.1 Development Control Meetings
Nothing to report.

1202.3.2 Galley Cottage, Galley Lane
Remove from the agenda.

1203 **Play Areas:**

1203.1 Dino Swing – cross bar fault

The Chairman reported that a letter has been received from Kompan regarding the swing beam which is subject to rot. He said that the equipment is fenced off at the moment and he has asked Kompan who will be paying for the repair.

1203.2 MUGA – maintenance

The Chairman proposed, seconded by Cllr Wight for Cllr Bratt to purchase a commercial knapsack sprayer at a maximum cost of £200, all agreed.

1204 **Parish Council Administration**

1204.1 Data Protection Officer

The Chair proposed, seconded by Cllr Wight for the Clerk to be appointed as the Data Protection Officer, all agreed.

1205 **Correspondence**

The Chairman summarised the correspondence, to be included in the Circulation Folder.

1206 **Matters for the newsletter**

Post Office opening times, Speed Camera volunteers

1207 **Date of next meeting – Parish Council Meeting - Tuesday 5th December 7.30pm**

1208 **The meeting closed at 10.10pm**

Minute of Public debate

Some residents mentioned that they would be happy to volunteer to operate a speed gun in conjunction with the Police. The Chairman said that he would put an article in the newsletter to see if there are any further volunteers and look in to the process of setting up a scheme.

A resident asked whether public participation and planning could be placed further up the agenda so that residents do not have to wait until the end of the meeting. This was agreed by the Parish Council. (**Action Clerk**)