

MINUTES of the Meeting of **Great Brickhill Parish Council** held on
Tuesday 5th June 2018 at 7.30pm in the Parish Hall, Great Brickhill

PRESENT: Cllrs Mr C Leech (Chairman), Mr R Kettle, Mrs K Layland, Mr A Middleton,
County Cllr Mrs J Blake, District Cllr Mr N Blake

IN ATTENDANCE: Mrs K Barker (Clerk), 6 members of the public were present

1305 **Apologies for absence** – Cllrs Mr D Bratt, Mrs W New, Ms B Wight

1306 **Minutes**

The minutes of the meeting held on 1st May 2018 were approved. Cllr Kettle proposed, seconded by Cllr Leyland the approval of the minutes as a true record, all agreed by those present and signed by the Chairman.

1307 **Declarations of Interest**

Cllr Kettle – finance Point 1310.2

1308 **Matters arising**

There were no matters arising.

1309 **Reports (County and District Cllrs, other organisations)**

1309.1 County Cllr Blake

County Cllr Blake said that the Local Area Technicians have been given a modest budget for highway repairs. Bragenham Lane and Partridge Hill have been re-surfaced. The Parish Council thanked County Cllr Blake for arranging for the work to be done.

1309.2 District Cllr Blake

District Cllr Blake reported that the waste collection service has been revised. New rounds and drivers have been introduced. AVDC has put forward a detailed case for a two unitary arrangement.

1309.3 Community Governance Review

Craig Saunders from Democratic Services and Peter Brown the Electoral Manager attended the meeting.

The Community Governance Review is a review carried out by a principal council of the whole or part of its area. The intention is to assess the creation, merging or abolition of parishes. This could also include the naming of parishes, the style of parish (e.g. town / village / community) and the electoral arrangements for parishes. AVDC are undertaking a Community Governance Review of the whole of Aylesbury Vale ahead of District and Parish elections in May 2019. The Terms of Reference for this review include the following:

- The boundary between Great Brickhill and Soulbury parishes
- Warding arrangements for Bierton with Broughton Parish, to take into account the Kingsbrook development
- The number of Councillors representing Town/Parish councils
- Other minor parish boundary alterations

At this stage representations are sought on any of the above matters after which further proposals will be developed for further consultation. The consultation period is open to allow comments to be made until 20th July. The Parish Council should consider if they wish to make a submission. Proposals can be from the Parish Council or alternatively from individuals.

1309.4 Parish Hall Committee

Cllr Bratt was not present to give a report.

1310 **Finance:**

1310.1 Bank balances:

Barclays/Santander	£
Community (Barclays)	47,077.17
Business Reserve (Barclays)	4,285.38
Business Premium (Barclays) MUGA Income	2,763.18
Investment Business Premium (Barclays)	0.04

Business Reserve (Santander)	55,648.98
Business Bond (Santander)	85,685.07
TOTAL	195,459.82

1310.2 Cllr Middleton proposed, seconded by the Chairman the approval of the following payments, all agreed:

Cheque Number	Payee	£
700661	K Barker – Salary	500.80
700661	K Barker – Expenses	45.83
700662	Turney Landscapes – grass cutting	750.00
700663	Bucks Playing Fields – membership	20.00
700664	R Kettle – expenses	11.00
700665	Playsafety Ltd – annual play area inspection	163.80
700666	J Marshall – internal audit	80.00
700667	Marco Loxley – Youth Café	299.56
	TOTAL	1,870.99

1310.3 Other financial matters:

1310.3.1 Finance Report

The Clerk gave out a finance report showing income, expenditure and a bank reconciliation.

1310.3.2 MUGA income April £50.00
Noted by the Parish Council.

1310.3.3 Accounts 2017/18

1310.3.3.1 Accounting Statement/Governance Statement

The Parish Council approved the Annual Governance Statement and the Chairman duly signed the Annual Governance Statement to confirm approval by the Council. The Parish Council approved the Statement of Accounts and the Chairman duly signed the Statement of Accounts to confirm approval by the Council. The Annual Governance Statement and the Statement of Accounts were proposed by the Chairman, seconded by Cllr Kettle and agreed by all. The Clerk to return the Annual Return to the External Auditor and place the finance documents on the website
(Action Clerk)

1310.3.3.2 Internal Audit Report

The Clerk read out the Internal Auditor's report:

- the Council's insurance policy provides cover for risks, particularly related to cash that are either excessive or irrelevant. As the Council is charged with obtaining 'best value' this matter should be borne in mind and discussed with the insurer at renewal
- at each Annual Meeting of the Council in May where the Chairman is elected as the first item of business, there is a need for the Chairman to then immediately sign a 'Declaration of Acceptance of Office' as Chairman; note this is in addition to the declaration signed by a councillor on election or co-option. A suitable proforma has been provided to the Clerk.

Parish Council Response:

- the Clerk to query the cover for risks with the insurer upon renewal next year.
- the Declaration of Acceptance of Office to be signed at each Annual Meeting.

1310.3.4 Grass cutting rebate received - £1,557.98
Noted by the Parish Council.

1310.3.5 Tennis Club rent received £10.00

Noted by the Parish Council.

1310.3.6 Cricket Club rent received
Noted by the Parish Council.

1311 Public Participation

A resident reported that Brickstock was very successful. Due to the recent heavy rains, subsidence has occurred on the outfield and the Cricket Club are taking advice. He said that he will keep the Parish Council informed.

1312 Planning:

1312.1 Planning Applications

1312.1.1 17/03988/APP – Park Farm, Home Farm Lane – barn conversion and extension.
The Parish Council support the application providing that the Heritage Officers recommendations are taken in to account.

1312.1.2 18/01027/COUAR – Bryerley Springs Farm, Galley Lane – 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 three dwellings (Class Q (a)). Great Brickhill Parish Council objects to the application. The building is equestrian, NOT agricultural, and the Parish Council does not see any justification to convert it in to 3 dwellings. The Parish Council also does not believe that Class Q covers an equestrian building for conversion as it relates to agricultural buildings. There is also concern regarding the potential increase in traffic in the vicinity. Great Brickhill Parish Council would attend and speak at a Development Control Committee.

1312.1.3 18/01598/APP – 40 Rotten Row – part demolition of existing dwelling and creation of single side/rear extension with rooms in the roof and detached double garage. New vehicular access to public highway. The Parish Council support the application. The applicant was asked to restrict the delivery times of building materials to outside of school times and ensure that contractors keep the highway clean and tidy.

1312.2 Decisions:

1312.2.1 18/00430/APP – 11 Green End – first floor side and rear and first floor side extensions, garage conversion and porch. Approved. Noted by the Parish Council.

1312.3 Other Planning Matters

1312.3.1 Lavente Gate development
Nothing to report.

1312.3.2 18/00633/FULL - Green Ridges, Upper Way – amendment to application
The Parish Council decided that, in light of new information regarding the amenity of the neighbouring property, a site meeting be held to look at the development. The Clerk was asked to inform the Planning Officer that the Parish Council will be making further comments. **(Action Clerk)**

1314 Review of Projects

1314.1 Traffic Calming Measures

1314.1.1 Feasibility Study
The Chairman confirmed that he has asked that the feasibility study includes the northern part of the village. Proposals from Tfb to date include dragons teeth, road roundels, rumble strips, gateways and the creation of a footway through road markings on Lower Way. The total cost of the proposed measures is £15,000. The Chairman said that he has asked for further clarification regarding certain items.

1314.1.2 NHB funding
Nothing further to report.

1315 Village Improvements Committee

1315.1 Mobile Vehicle Activated Signs

The Chairman said that he made enquiries with SWARCO regarding a replacement post. The cost is £250.

1315.2 Foxhole Management Plan

Cllr Kettle said that he has rotavated the worst of the weed affected part of Foxhole. The area will need raking to remove roots. The area will need to be re-seeded in the autumn with wild flower meadow seeds.

1316 **Village Matters:**

1316.1 Unregistered land in Great Brickhill

The Chairman said that Cllr Kettle has signed and returned the declaration and the Solicitors are now ready to proceed with the registration of Foxhole, Poors Acre and the Green. The Chairman said that he has asked the Solicitor to look in to the area near Horsepond.

1316.2 Public footpaths – progress (Pochards Lake to Cuff Lane)

Cllr Leyland said that she is looking through the papers passed to her by Kevin Jackson and will progress the item.

1316.3 Village Logo

Nothing further to report.

1316.4 School Parking

Nothing further to report.

1316.5 Village website regeneration

Cllr Middleton said that the website is work in progress. Remove from the agenda.

1316.6 Cemetery wall damage

The Chairman said that Turney Landscapes will undertake the work to remove the ivy at a later date.

1316.7 Boundary with Soulbury

See Point 1309.3

1316.8 Sandstone Wall – Ivy Lane

The Chairman said that the vegetation has been trimmed back and it needs to be monitored. Remove from the agenda.

1316.9 Best Kept Village Competition

Judging will take place in June/July.

1316.10 Bus Shelter – Cross End

The Chairman and Cllr Wight to meet with a Contractor and obtain a quotation.

1316.11 Drains – Cuff Lane

It was agreed that a list be drawn up recording which drains are blocked for submission to Tfb.

1316.12 Graveyard – grass cuttings

Cllr Leyland said that a resident has voiced their concerns regarding the grass cuttings left in the graveyard. The Clerk was asked to contact Turneys to request that the area is left tidy and cuttings removed.
(Action Clerk)

1316.13 Rotten Row – off road parking

The Chairman said that concern has been raised in Rotten Row regarding the proposed creation of off road parking. The Chairman said that it would not require planning permission but does require a licence to create the access. The Chairman to draft a letter to Tfb to raise the issue.

(Action Chairman)

1317 **Play Areas:**

1317.1 Annual Play Area Inspection Report

The Parish Council noted the report. There were some minor issues that need attending to.

1318 **Parish Council Administration**

1318.1 GDPR – General Data Protection Regulations

- Data Protection Officer – exemption confirmed

- To receive any outstanding completed Security Compliance Checklists and Consent Forms
- Registration with the ICO and Fee

The Clerk reported that the Government has agreed to an amendment to the regulations to exempt Parish Councils from appointing a Data Protection Officer.

Cllrs to complete the Security Compliance Checklist and Consent Form and return a copy to the Clerk.
(All Cllrs)

The Clerk confirmed that the Parish Council will need to register with the ICO as a Data Controller and pay the relevant Data Protection Fee of £40. To be actioned at a future meeting.
(Action Clerk)

1319 **Correspondence**

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

1320 **Matters for the newsletter**

Maintaining overhanging hedges.

1321 **Date of next meeting – Parish Council Meeting - Tuesday 3rd July 2018 at 7.30pm**

1322 **The meeting closed at 9.45pm**