



## **Minutes of the Annual Parish Council Meeting held on Tuesday 1 May in the Community Centre, Stoke Hammond.**

Present: Cllrs: G Noble, M, Robinson, D Page, M Berrow, G Lane, H Turner, Clerk Sue Severn, members of the public and Councillors Janet Blake (BCC), B Everitt (AVDC).

**1. Election of the Chairman** Cllr Robinson took the chair and asked for nominations it was proposed by Cllr Berrow and seconded by Cllr Page that Cllr Noble be re-elected Chair of the Council for a further year. Unanimous. Cllr Noble signed the Declaration of Acceptance of Office.

**2. Election of the Vice Chairman.** Cllr Noble took the chair and asked for nominations it was proposed by Cllr Noble and seconded by Cllr Lane that Cllr Robinson be re-elected Vice Chair. Unanimous. Cllr Robinson signed the Declaration of Acceptance of Office.

**3. Apologies for absence** N Blake (AVDC), Cllr Karl Johnson

**4. Declarations of interest: None**

### **5. Public Participation Session**

- Mr Kirk announced that he thought the state of the roads around the village were an absolute disgrace, not only were there large pot holes but they have been flooded from Stoke Hammond to Bletchley as the drains have not been cleaned out. The Chair stated that this is a nationwide problem, the roads have been neglected. Cllr Lane and the Clerk have attended many meetings and had been told in the past that there was no money for 'siding out'. However due to the problems encountered (Cllr Lane) advised that this has changed back again. As was heard in the previous meeting 70% of BCC's income is spent on Adult Social Care and Children's Services.
- Mr Page commended the Parish Council on the meeting with the Canal and River Trust but commented on the disgraceful state of the canal lay-by. He asked if the situation could be linked in with the parking and narrow boat mooring when talking to CRT. Cllr Turner reported that a motor home had been parked in the lay-by on the canal side for up to eight months and had clearly been abandoned. She had tried to report it to AVDC and CRT with no success. District Councillor Ben Everitt will take the matter up.
- Mr and Mrs Goosey reported that fly tipping has taken place inside the gates at Papermill Farm. They have erected security gates and CCTV and no more has occurred. The material is still there and a name and address has been found. This will be passed on and the police informed. The couple are prepared to be witnesses.

**6. To approve the minutes of the meeting held on Tuesday 3rd April 2018.** The minutes were signed as a true and proper record.

7. **Review and adopt the following Policies for Stoke Hammond Parish Council:** - The following were reviewed and approved. Financial Regulations and risk management policy. - Standing Orders. - Complaints Policy. - Risk Management Policy. – It was confirmed that Stoke Hammond Parish Council continues to be eligible for General Power of Competence.

8. **Appointment of the internal auditor for Stoke Hammond Parish Council for 2018/19** – Mr Gus Orchard. It was proposed by Cllr Page and seconded by Cllr Robinson that Mr Orchard be reappointed as internal auditor.

9. **To review the Council’s asset register.** Cllr Berrow and Cllr Page mentioned that some items had been left off the asset register; the Clerk added them at the meeting. Cllr Page asked if a revaluation of buildings had taken place. The Clerk said revaluation of the garage building had been carried out.

10 **To review the Council’s insurance policy renewal.** This will be carried out at the next meeting as the insurance renewal documents had not been received and the renewal date is mid-June.

#### 11. Questionnaire

The response number is 102. Given the total number on the electoral roll which is c.936 (variable) this is a percentage return of 10.9% of households, so is considered very robust in research terms. It gives the PC the mandate required to move ahead with the chosen items, and time to consider the remainder. The multipurpose village hall was the most popular item followed by: tennis court, Bowling Green, multi use sports field, amphitheatre, sports track, rebound wall, and Skate Park. When Cllr Johnson is fit again a visual plan can be put together. In theory the PC could do it all but it will depend on the space available. The working group will now put something together. How quickly permission is granted is down to AVDC Planning Department. A vision can be put together now. If there are volunteers willing to assist with the project management, tendering process or any practical help they would be welcome. Cllr Berrow chose a number between 1 and 102 for the prize drawer and came up with 54.

12. **Finance a)** to agree the payment run. The accounts to the yearend had been circulated to Councillors prior to the meeting. The payment run was agreed.

Payee	Method	Detail	£
Mrs S Severn	BACS	Net salary £336, office provision and expenses	£434.10
G Noble	BACS	Expenses: April	£22.45
CS Maintenance	BACS	Grass cutting	£180.00
		<b>Total payments</b>	<b>£636.55</b>
<b>Direct debit/standing order payments</b>			
Sage Accounting	DD	Payroll software	£7.20
Survey Monkey	DD	Montly direct debit survey software & hosting	£35.00
PWLB loan repayment	DD	Half yearly payment due 26.4.18	£1,148.05
NEST pensions	DD	PC and Employees' contribution to pension	£24.60
E-on	DD	Monthly charge electricity	£74.72
HMRC	SO	Income tax deducted/NI	£84.00
		<b>Total payments</b>	<b>£1,373.57</b>

**b) Exercise of Electors' Rights 2017** There is a statutory requirement for parish councils to provide local electors and other interested parties with the opportunity to inspect the Annual Return and supporting documentation. The Parish Council informed the electorate by way of notice of a 30 working days period during which electors' rights may be exercised and it will be published in June's SH News, on the Parish Council notice board and on the website. The Clerk proposed the following dates: 19th June 2018 until 28th July 2018, inclusive, subject to Mr Orchard's, (the internal auditor), report being available in time. This was agreed. The accounts will be going to the auditor on Friday 5 May.

**c) Salary review:** The salary review proposed by Cllr Page and seconded by Cllr Berrow was agreed by all Councillors in respect of the Parish Clerk's remuneration.

**13. Planning: 18/01156/APP Ayresome, Old School Lane, Stoke Hammond** Extension and raising of roof to provide additional living to rear of ground floor and at first floor. Councillors commented that this was similar to a previous application. The Heritage team have made some amendments to their previous comments. The Parish Council objects to this application: The Parish Council is concerned that the applicants are attempting to construct an additional or separate dwelling, rather than alter existing property. The Parish Council is clear that under PPG3 they have applied for an extension on to the separate garage building with front door, back door and stairs, even though the garage is retained in situ, with raised roof. The PC is requesting that the planning officer considers this possibility when determining the application. There are also concerns about parking in this area. A condition must be imposed that the annexe must be occupied only by a member of the family and not sold separately.

**18/01309/APP Variation of Condition 1 (approved drawing) of planning permission condition on 14/00102/ADP | Land Off Drayton Road Stoke Hammond Buckinghamshire**

It was agreed that there should be no comment on this application.

#### **14. Highways, Footpaths & Footways, Lighting**

The Chair commented on the work to take place on the bypass sometime between 19<sup>th</sup> July and 19<sup>th</sup> October.

Cllr Lane commented that people were working on trees alongside the brook, near the bus shelter opposite the Dolphin. They were also working in the spinney off Phoebe's Orchard Cllr Turner reported.

Cllr Berrow reported that there was a problem with the pavement in Olde Bell Close by the gate to the Senior Citizens bungalows.

Cllr Robinson again reported on the hole in the pavement along Fenny Road. It was suggested that the holes should be reported on the government website Fix My Street.

Access is needed by the public to John Harrup's bench on the Old Duck Pond near the church.

**15. Land** The new field will be cut and rolled this year. The Green has been recently cut and looks in good condition. Other reports elsewhere in these minutes.

**16. Best Kept Village Competition:** Cllr Page commented that the grass by Mount Pleasant is an eyesore. Andrew Robson got someone to cut it before. A leaflet drop will be organised by Cllr Lane to ask villagers to look after their area around their homes. He has sent Councillors a spreadsheet which includes areas that need working on. Certain items like The Dolphin the Council is unable to

do much about, but notice boards, bus shelters etc can be sorted out. It was suggested by the Clerk that the Green Team could tidy and clean the shelters. However Cllr Lane said it may be a health and safety issue as there are staples and drawing pins in the wood. The Green Team do have the equipment to deal with this. It is part of the devolved services remit. The Clerk was asked to ask for a quote from Marcus Young landscapes to turn the ground by the garages to form a wild flower meadow suitable for insects and birds. Cllr Page told the meeting that Dobbies are running a Helping your Community grow scheme and it is possible the Council could apply. Signs around the village are required to explain to visitors and the public what the village is doing. Anticipate that judging will take place in June or early July. It was suggested the weekend before Bank Holiday would be a good weekend to focus on work around the village in time for the judging. It would possibly be better for an 18 month programme to be undertaken to ensure the village is up to scratch. No response re the planters around the old village duck pond has been received. It was suggested that signs are needed to point to the churches. Unfortunately this cost in the region of £400 the Clerk said. Cllr Page suggested the garage doors needed painting.

**17. Parish Council Newsletter:** This is no longer done, but new residents are receiving the newcomers pack along with SH News which they find most helpful. The Garden Club and Sports Club details need adding into the newsletter and pack.

**18. To report on meetings** attended on behalf of the Parish Council. No meetings have been attended recently.

**19. To agree the date of the next PC meeting** – Tuesday 5th June 2018. Cllr Turner said that she would be unavailable for this meeting due to annual leave.

There being no further business the meeting was declared closed by the Chair at 9.06 pm.

Chair.....

Date.....