

AGENDA

DRAYTON PARSLOW PARISH COUNCIL
<http://draytonparslowparishcouncil.org.uk>
Parish Clerk: Susan Watson

18th October 2020

Dear Councillors and Residents of Drayton Parslow,

I hereby give you notice that a virtual meeting of Drayton Parslow Parish Council will be held via WebEx on Monday 26th October 2020 at 7:30 p.m. This is in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder.

The public are also invited to the WebEx meeting and before the Parish Council Meeting there will be a period of public questions. Any member of the public wishing to attend should contact the Clerk for log-on details draytonparslowclerk@gmail.com

1.0 Apologies

Members are asked to receive apologies.

2.0 Declarations of Interest & Dispensation requests

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

3.0 Minutes

Members are asked to receive the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on 15th June 2020 DPPC/01/2020

4.0 Parish Council Business and Discussion of Correspondence received since last meeting

4.1 Broadband Gigaclear – Cllr Harvey to update

4.2 Website Accessibility - Cllr Perry to update.

4.3 Damage to lamppost outside Sports & Social Club– Clerk to update re Insurance company

4.4 20 is Plenty campaign – Cllrs to discuss who should assume responsibility

4.5 CCTV – Cllr Perry to update

4.6 NHS Test and Trace checking in system for public venues – Cllrs to discuss

4.7 Remembrance Sunday – Cllrs to discuss the requirement for COVID Risk Assessment to be completed

4.8 Village Logo – Cllrs to discuss creating a logo for all correspondence/website

4.9 Appointment of new temporary RFO - Huw Perry is the new RFO, following the advertisement for the position

5.0 Planning

5.1 New applications & Decisions since last meeting

20/03548/APP - 16 New Road - Two storey side extension with ancillary accommodation -

Comments required by 16 Nov 2020

20/01989/AGN - Bungalars Hall, Stewkley Road – **Agricultural No Objection**

20/02428/APP - The Barn, Newton Road - **Awaiting Decision**

20/02363/APP - Variation of Condition 4 – (Drainage Details of planning permission

(19/04017/APP) for Change of use of land to construct boarding kennels and associated office building, along with exercise runs for up to 30 dogs) – **Approved**

20/02217/APP – Ridge Farm, Main Road - Erection of steel frame building, with a grey fibre cement roof, to cover the pig handling area outside the current two agricultural pig buildings -

Approved

20/02526/AGN - Drayton Stable, Stewkley Road - Erection of steel frame building – **Agricultural No objection**

19/01145/AOP - Land East of Salden Close - Outline application for the erection of 5 dwellings – **Refused**

5.2 Other Planning Updates

20/00319/ACL – Backfield Farm – Application for a Lawful Development Certificate for an existing development of use of Installation and occupation of a caravan as a dwellinghouse - Clerk to update on application status

5.3 Neighbourhood Plan – Cllrs to advise

6.0 Recreation Field/Play Area

6.1 Parking and lighting at Recreation Ground – Making use of the grass area for parking and request for lighting to be installed at the area by the gates - Cllrs to discuss suggestions raised by resident

6.2 Annual Inspection of Play Area - Members are asked to review and update table of ROSPA tasks

6.3 Bollards at gate – Cllrs to discuss replacement of padlocks, replace bollards or install a lockable steel gate

6.4 Hinge on gate to Play Area – Clerk to update whether this has been completed or when it will be completed

7.0 Buckinghamshire Council

No updates

8.0 Highways, Footpaths & Footways, Streetlighting, Devolved Services

8.1 Streetlighting

Streetlight at Carrington Hall Road – Clerk to update

8.2 Devolved Services

Members are advised that the village is to be sprayed for weeds in accordance with the contract.

9.0 Finance

9.1 Account Balances:

The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 6,985.01 (as at 30 September 2020)
BIA Account	£ 87,479.33 (as at 30 September 2020)
Poor Land Treasurers Account	£ 2,110.25 (as at 30 September 2020)
Poor Land Call Account	£ 8,114.74 (as at 30 September 2020)

*1st July 2020 £2,000.00 transferred from BIA a/c to Treasurers Account to cover expenditures

*20th Sept. 2020 £2,000.00 transferred from BIA a/c to Treasurers Account to cover expenditures

9.2 Payments

Npower - £241.95 (£201.63 + £40.32 VAT) -Jan-May '20 adjusted to reflect credits due (see overcharge 7/5/20) – D/Debit 30/60/20

BT - £198.48 (£165.40 + £33.08 VAT) – telephone line/broadband 1/6-31/8/20 – D/Debit 1/7/20

Stewkley Enterprise Agency - £132.16 – June devolved mowing + admin charge – cheque 905

Willowbridge Marina - £22.00 (£20.95 + £1.05 VAT) – 1/7/20 tractor fuel – cheque 906

Advance Display Systems - £60.00 (£50 + £10 VAT) – Covid-19 Play area signage – cheque 907

Alan Burden - £148.00 – Rec/MUGA/Play area mowing & noticeboard hedging – cheque 908

SparkX Ltd - £300.00 (£250 + £50 VAT) – Emergency callout to make damaged streetlight safe – cheque 909

NSALG Ltd - £67.00 (£56 + £11 VAT) – Allotment society membership (PC) – cheque 910

Wave/Anglian - £11.71 16/3/20 – 3/5/20 – D/Debit 11/7/20
S. Watson - £429.27 – (£411.45 + £17.82 VAT) July salary & WHA; Webex sub; Mileage – cheque 911
D. O'Brien - £68.40 – July salary – cheque 912
BALC - £76.00 – Website accessibility training Clerk & Cllr Harvey – cheque 0913
Aylesbury Mains - £45.48 (£37.90 + £7.58 VAT) – repairs o/s 8 North Close – cheque 914
Npower - £245.68 (£204.73 + £40.95 VAT) – MPAN1 unmetered street lighting June '20 – D/Debit 17/08/20
Npower - £13.15 (£10.96 + £2.19 VAT) – MPAN2 unmetered street lighting June '20 – D/Debit 17/08/20
Wave/Anglian - £45.45 03/05/20 – 02/08/20 – D/Debit 17/08/20
S. Watson - £314.20 (August Salary, WHA & mileage) – cheque 0915
D. O'Brien - £68.40 August salary – cheque 916
Stewkley Enterprise Agency - £261.60 – July devolved mowing – cheque 917
Willowbridge Marina - £22.00 (£20.95 + £1.05 VAT) – 30/7/20 tractor fuel – cheque 918
Npower - £253.87 (£211.56 + £42.31 VAT) – MPAN1 unmetered street lighting July '20 – D/Debit 14/09/20
Npower - £14.41 (£12.01 + £2.40 VAT) – MPAN2 unmetered street lighting July '20 – D/Debit 14/09/20
ICO - £35.00 – Data Protection renewal fees – D/Debit 25/9/30
S. Watson - £349.25 (£331.95 net salary; £18 WHA) – cheque 919
HMRC - £10.00 Sept PAYE Watson – cheque 920
D. O'Brien - £217.91 (£85.79 salary; £19.98 Ink; £103.34 Wordpress/GoDaddy domain renewal; £8.80 VAT) – cheque 921
Stewkley Enterprise Agency - £261.60 – August devolved mowing – cheque 922
Alan Burden - £256.00 – July/August Rec/MUGA/Play area mowing – cheque 923
Aylesbury Mains - £50.88 (£42.40 + £8.48 VAT) repairs o/s 38 Main Rd – cheque 924
Hon RFJ Carington - £18.00 (£15 + £3 VAT) allotment rent 29/9/20-24/3/21 – cheque 925
Hon RFJ Carington - £1,176.20 (£980.17 + £196.03 VAT) Upper Rec rent 29/9/20-24/3/21 – cheque 926
Hon RFJ Carington - £122.98 (£102.48 + £20.50 VAT) playground rent 29/9/20-28/09/21 - cheque 927
PKF Littlejohn - £480.00 (£400.00 + £80 VAT) – Annual external audit – cheque 928
BT - £198.48 (£165.40 + £33.08 VAT) – telephone line/broadband 1/9-30/11/20 – D/Debit 1/10/20
Npower - £253.87 (£211.56 + £42.31 VAT) – MPAN1 unmetered street lighting August '20 – D/Debit 16/10/20
Npower - £14.41 (£12.01 + £2.40 VAT) – MPAN2 unmetered street lighting August '20 – D/Debit 16/10/20
S. Watson - £336.36 – October net salary; WHA £18.00; Mileage £18.36 – cheque 929
D. O'Brien - £114.63 – October final net salary/holiday pay – cheque 930
HMRC - £6.40 PAYE October – cheque 931
Royal British Legion - £18.00 = Poppy wreath S137 expenditure – cheque 932
Willowbridge Marina - £44.00 (£41.90 + £2.10 VAT) – 21/8 & 16/9/20 tractor fuel – cheque 933
Stewkley Enterprise Agency - £xxx.xx – September devolved mowing – cheque 934

9.3 Income
Interest: DPPC BIA a/c £9.02 (June-Sep); Poor Land Call a/c £1.00 (June-Sep)
Allotment rent: £180.40
BMKALC: £2,430.00 reimbursement to Parish Council for legal costs
Buckinghamshire Unitary: £17,875.00 2nd ½ year Precept payment (BIA account)

9.4 Bank Mandate

9.5 Income & Expenditure Reports

Members are asked to review and confirm the reports dated 30 June 2020, 31 July 2020, 31 Aug 2020, 30 Sept 2020 (sent via e-mail)

9.6 External Audit

Members are advised that the Annual Governance & Accountability Return (AGAR) has been submitted to PKF Littlejohn and they acknowledged receipt on 22/6/20.

Update 11/9/2020: Members are advised that PKF Littlejohn has concluded the audit with no issues reported. A Notice of Conclusion of Audit together with the External Auditor's report has been displayed on the website accordingly.

9.7 Insurance claim against BMKALC

Members are advised that following legal costs incurred in 2018/19 due to incorrect advice supplied by BMKALC, reimbursement of said costs has been received in the amount of £2,430.00.

9.8 Annual Pay Scale review SLCC/NJC

Members are advised that new pay scales were issued by NJC/NALC backdated to 1 April 2020 and back payments made to Clerk & RFO as mandated. New SCP rates applied from September onwards.

9.9 2021/2022 1st Draft Budget

Members are asked to review and consider the first draft and make recommendations or changes. (sent via e-mail 24 September 2020).

9.10 Bank Accounts

Members are asked to consider opening an account at a different Bank to hold ring-fenced reserve funds to ensure that the Parish Council is protected by the Financial Services Compensation Scheme

10.0 Allotments

10.1 Current tenancy levels – Clerk to update

11.0 Dates of next meetings

To be conducted as necessary for urgent business.

Trustees of the Poor Allotment or Common Charity Agenda

(Cllrs. Perry, Colborne-Baber, Harvey & Wilson)

The Charity rents out land for income and annually will apply such rents for the relief of financial hardship, either generally or individually, of people in the Drayton Parslow Parish by making grants of money for providing or paying for items, services or facilities.

P1.0 Apologies

Members are asked to receive apologies

P2.0 Minutes

Members are asked to receive and confirm the minutes of meeting held on 15th June 2020

P3.0 Bank balances

Members are advised of the bank balances as of 30 September 2020: £10,224.99

P4.0 Income

Interest: Annual rent: £1.70

P5.0 Annual Charities Commission Filing

P6.0 Renewal of lease with tenant

Members are reminded that the renewal of the lease with tenant still needs to be actioned. It was previously agreed not to increase the rent. Chandler Ray Solicitors have been consulted. A full year's notice of lease renewal is required. Notice to be given prior to end of current tenancy year (March 2021).

P7.0 Future meetings

To be determined as needed.