



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 17th September 2024 at the Community Centre, Eskdale Road.



Present: Cllrs K Shanahan (Chair), B Ezra, D Field, C Jenkins, G Shrivastava, D Smith, J Theobald, D Willmer, and P Wood.

Buckinghamshire Council Cllrs: S Bowles, P Strachan, and A Turner.

Absent: n/a

Clerk: A Skeggs

Assistant Clerk: P Rayner

Public Attendance: None.

No.	Description	Action
24/98	APOLOGIES Apologies were received and noted from Cllrs Kirve (unwell), and Prestage (holiday).	
24/99	RESIGNATION OF COUNCILLOR It was NOTED that Cllr Hudson had resigned from the Council. It was AGREED not to advertise the vacancy as there would be elections in May 2025.	
	OPEN FORUM FOR PARISHIONERS – The following questions were raised. <ul style="list-style-type: none"> • There were no questions from the floor. • Buckinghamshire Council – Cllr Turner introduced himself and stated that he would be one of the two Conservative candidates standing in the May 2025 election for the Wendover and Stoke Mandeville ward. Cllr Strachan would be the other. Cllr Strachan informed the meeting that the NPPF consultation ended on the 24th September. Key points that areas of green belt were now grey belt and that the housing allocation for Bucks had increased by 42%. Cllr Bowles reported that the Pride of Bucks voting was due soon and that the review of the Community Board areas had been considered by the Cabinet on the 10th September. <i>The Clerk pointed out that Stoke Mandeville had been allocated to two Community Boards CB3 and CB4.</i> • Cllr Field thanked the Councillors for the white lining work at the Kynaston Avenue junction. 	
24/100	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no new declarations of interest. b) There were no new requests for dispensation.	
24/101	MINUTES OF PREVIOUS MEETING a) The minutes of the meeting of the 16 th July were unanimously AGREED . b) The action plan was reviewed with completed items being removed.	
24/102	NEIGHBOURHOOD PLAN Cllr Smith gave an update of the Examiners Report and the disappointment that certain policies local to Stoke Mandeville and requested by residents needed to be removed or modified. Other modification to policies now provided loopholes that could be exploited by developers. The Neighbourhood Plan group had met with Buckinghamshire Council and expressed its dismay with the recommendations. A second examination has been asked for which Buckinghamshire Council is looking into. An extensive document detailing the concerns has been submitted to Buckinghamshire Council and we now await their comments.	

24/103 BUCKS CC SPORTS & SOCIAL CLUB

- a) The Clerk gave an update on the following:
- Secretary of State Letter – The new Secretary of State had responded to the Parish Council informing them that she would not be calling in the application and that it was down to the Local Planning Authority to make the decision.
 - Freedom of Information Requests (FOIs) – Two FOIs had been submitted to Buckinghamshire Council. Both of which had been refused by Buckinghamshire Council. Although, following a request for an independent internal review some information had been released, which revealed nothing.
 - Counsel’s Opinion – It was **NOTED** that a Stage One payment of £4,000 had been made from the Legal fees budget to engage Counsel’s Opinion.
- b) Cllr Field provided an update of the meeting with Counsel and that they felt there was probably sufficient grounds to challenge the process. It was pointed out that a successful challenge to this application would not stop future applications. A schedule of costs on a stage-by-stage basis was presented. After a discussion that focussed on the risk involved / the use of public money / public commitment, it was proposed by Cllr Field, seconded by Cllr Willmer, that the Parish Council proceed to Stage Two and prepare a “Pre-Action Letter” for submission to Buckinghamshire Council and that Costs up to the value of £17,500 be approved. This was **AGREED** by eight votes for and one against. The response from Buckinghamshire Council would enable the Parish Council to re-assess the risk with continuing. It was suggested that the public should be consulted on the use of public funds and that Crowd Funding be used to fund further Stages.

Cllr
Shrivastava

24/104 SOLAR PANELS COMMUNITY CENTRE

Cllr Theobald updated the meeting on the results of the second structural engineers report. The result of the report was that the roof was strong enough to support the “in-roof” system suggested. The estimated cost of the “in-roof” system was £64,425, £10,513 more than the original tender. After consideration it was proposed by Cllr Theobald, seconded by Cllr Shanahan, that the budget be increased to £65,000 to accommodate the revised cost. This was **AGREED** by eight votes in favour with one abstention. The Clerk was to contact Kimbletech and request a quote based on the second report and to ask the expected time the work would take as it would need to be arranged around the hirers already booked to use the centre.

Clerk

24/105 MARSH LANE BURIAL GROUND

- a) After consideration of the fee quote, that would enable the tender pack preparation, and an explanation of the funding available, it was proposed by Cllr Shanahan, seconded by Cllr Wood, that the fee quote of £78,250 be accepted. This was unanimously **AGREED**. It was **NOTED** that £26,083 of the £78,250 would be funded by HS2.
- b) The Clerk updated the meeting on the recent site meeting involving HS2 and CDS that had taken place and that it had been agreed to meet every two months in the Community Centre to maintain progress.

24/106 2023/24 EXTERNAL AUDIT REPORT

- a) It was **NOTED** that one issue had been raised by the external auditor and that was that an Asset Revaluation policy be implemented and approved. The Clerk reported that this would be presented to the next Finance & Governance Committee. It was proposed, seconded, and unanimously **AGREED** that the external auditor report be accepted.
-

b) It was **NOTED** that the 2023/24 audit was now concluded and the required notice had been displayed on the website and noticeboards.

24/107 FINANCE AND GOVERNANCE COMMITTEE

Cllr Shrivastava presented the minutes of the meeting held on the 3rd September, which had reviewed a number of policies. He asked that the following amendments to Scheme of Delegation be approved.

- The ability to engage solicitors or other professionals prior to a Parish Council meeting was added under the Proper Officer delegation.
- The urgent repair expenditure limit was raised from £1,500 to £5,000.
- The minor repairs expenditure limit was raised from £500 to £1,500.
- The item relating to minor repairs expenditure between £500 and £1,500 was deleted.
- The ability of Communities Committee to approve expenditure up to £5,000 was added.

It was proposed by Cllr Shanahan, seconded by Cllr Wood, to adopt the policies. This was **AGREED**.

24/108 COMMUNITIES COMMITTEE

Cllr Ezra reported on the Communities Committee meeting held on the 10th September. Cllr Ezra highlighted the Committees decision to renew the hire agreement for Stoke Mandeville FC to use the playing field and that they wished to purchase two bus shelters, one on the Wendover Road and one outside Fremantle Care Home, the cost of which was £11,753. The Assistant Clerk pointed out that the shelter outside the Care Home would have solar powered lighting. It was proposed by Cllr Ezra, seconded by Cllr Wood, that the two shelters be purchased. This was unanimously **AGREED**.

24/109 PLANNING COMMITTEE

The minutes of the Planning Committee meeting held on the 23rd July were **NOTED**.

24/110 MEETING VENUE

In order to hold a Parish Council meeting in the Hawkslade wards it would be necessary to change the evening of the meeting to a Monday. The meeting **AGREED** that in principle there was no objection to switching to a Monday. The Clerk to contact the Hawkslade Community Centre for availability.

Clerk

24/111 FINANCE

The list of payments made, attached as appendix 1 since the last meeting were **APPROVED**.

24/112 CLERKS REPORT

The clerk's report, attached as appendix 2, was **NOTED**. The Clerk updated the meeting on the incident in the play area. It was suggested that Anti-Social Behaviour signs should be put up.

24/113 POINTS OF INTEREST

- Fly Tipping – Cllr Field reported that fly tipping had occurred on the junction of Kynaston Avenue and Lower Road. This needed to be reported on fixmystreet.
 - Station Road Bridge – The ridge was getting worse. Buckinghamshire Council to be contacted again.
 - Community Climate Action Planning Workshop – Weston Turville PC were organising a workshop on the 16th November. Cllrs Field and Willmer agreed to attend.
-

24/114 DATE OF NEXT MEETING

The next meeting will be on Tuesday 15th October 2024.

The meeting closed at 9.30 pm.

Signed _____ Dated: 15-October-2024

Action List

Date	Minute	Description	By Whom	Status
18/06/24	24/76	Inform SMVCA of Results of Roof Survey.	Clerk	Completed
18/06/24	24/78b	Arrange Payment to SMVCA for Tables.	Clerk	TBA
16/07/24	24/89	Submit s.106 application for solar panels.	Clerk	O/S
16/07/24	24/92	Contact Abbey Homes re: bridge.	Clerk	In Progress
17/09/24	24/103	Ask Counsel to prepare Pre-Action letter.	ClIr Shrivastava	Completed
17/09/24	24/104	Contact Kimbletech for fresh quotation.	Clerk	Completed
17/09/24	24/106	Prepare Asset Valuation policy for F&G.	Clerk	Completed
17/09/24	24/110	Contact Hawkslade CC for meeting dates.	Clerk	Completed
17/09/24	24/112	Investigate Anti-Social Behaviour signage.	Clerk	O/S

APPENDIX 1 – PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 17th SEPTEMBER 2024						
RECEIPTS						
<u>Date Received</u>	<u>Received from</u>	<u>Reference</u>	<u>Amount Received</u>			<u>Details</u>
			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	
09/07/2024	Lloyds Bank	deposit	398.95	-	398.95	Deposit interest for July
24/07/2024	Dr I Tucker	22024	100.00	-	100.00	Plot 192 transfer of exclusive right of burial
31/07/2024	Naomi McLaren	field hire	200.00	-	200.00	Field Hire & Deposit - 14th August 2024
09/08/2024	Lloyds Bank	deposit	382.41	-	382.41	Deposit interest for August
13/08/2024	Dignity Funeral Services	memorial	100.00	-	100.00	Memorial for plot 192 - M Tucker
16/08/2024	MacIntyre Care Facility	letting	75.00	-	75.00	Field Hire - 5th September 2024
		Total Receipts	1,256.36	-	1,256.36	
PAYMENTS - From Current Account						
Direct Debits			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	<u>Transaction Detail</u>
18/07/2024	Castle Water	10002823285	7.38	-	7.38	Allotments Water 1 June to 30 June 2024
25/07/2024	HMRC	384929	2,523.02	-	2,523.02	PAYE & NIC for April, May and June
31/07/2024	Onecom	7275841	58.27	9.71	48.56	Office Phone to 30th June 2024
16/08/2024	Drax	1108064730	42.77	7.13	35.64	Street Lighting for July 2024
16/08/2024	Drax	1108064731	484.46	80.74	403.72	Street Lighting for July 2024
18/08/2024	Castle Water	10003013105	111.76	-	111.76	Allotments Water 1 July to 3 July 2024
19/08/2024	Peoples Pension	july	260.87	-	260.87	Pension Costs July 2024
			3,488.53	97.58	3,390.95	
Standing Orders						
28/08/2024	R Haines	august	666.67	-	666.67	Grounds Maintenance for August 2024
			666.67	-	666.67	
Online Bank Transfer - Paid 26th July						
26/07/2024	UK Security Group	1947	450.00	75.00	375.00	Supply and install new camera
26/07/2024	Bianco Developments	railings	410.40	-	410.40	Removal of metal railings across field
26/07/2024	SMVCA	donation	985.00	-	985.00	Donation from Party in the Park event
26/07/2024	Stoke Mandeville PCC	donation	100.00	-	100.00	Donation from D-Day 80th Anniversay event
26/07/2024	Clerk	july	1,916.67	-	1,916.67	Salary for July 2024
26/07/2024	Assistant Clerk	july	790.85	-	790.85	Salary for July 2024
26/07/2024	Assistant Clerk	expenses	64.55	-	64.55	Top soil, string, fuses, tape and cement
			4,717.47	75.00	4,642.47	
Online Bank Transfer - Paid 15th August						
15/08/2024	CDS	75076	642.00	107.00	535.00	Stage 4 Tender Technical Pack
15/08/2024	Tulu Toilet Hire	42099	128.57	21.43	107.14	Portable Toilet for July
15/08/2024	The Cloudy Group	4497	7.06	1.18	5.88	NPSG email addresses
15/08/2024	Assistant Clerk	mileage	15.30	-	15.30	Travel claim
15/08/2024	Windowflowers	63567	577.84	96.31	481.53	Summer Planting
15/08/2024	Chiltern Secure Shredding	69927	36.00	6.00	30.00	Three bags of confidential waste
15/08/2024	M Sebastian	refund	100.00	-	100.00	Refund of playing field hire deposit 13/07/24
15/08/2024	Friends of SM Station	grant	275.00	-	275.00	Transfer grant to organisation
			1,781.77	231.92	1,549.85	
From Clerks Debit Card Account						
09/07/2024	JRB Enterprises Ltd	14122	77.88	12.98	64.90	Dog waste dispenser bags.
24/07/2024	The Sign Shed	771769	54.72	9.12	45.60	Two "No Through Road" signs
26/07/2024	Screwfix	18575442560	14.37	2.40	11.97	Barrier and marking tape
30/07/2024	Defibshop	1000208463	92.94	15.49	77.45	Electrode pads for Hawkslade defibrillator
20/08/2024	Online Playgrounds	60660	47.00	7.83	39.17	New gate spring for play area gate
			286.91	47.82	239.09	
		Total Payments	10,941.35	452.32	10,489.03	
This list of payments has been checked by the clerk and verified for payment.					Reconciled Bank Balances as at 31 August 2024	
					£ 45,877.20	Treasurers Account
					£ 386,250.53	Deposit Account
Signed <i>A. Skeggs</i> (Clerk)					£ 300.00	Debit Card Account
					£ 86,246.83	NatWest 95 Day Liquidity Account
Date 12 September 2024					£ 518,674.56	
The above list of payments was approved by the Parish Council at its meeting on 17th September 2024.						
Signed <i>K Shanahan</i> (Chair)						
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date 17 September 2024						

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 17th SEPTEMBER 2024

RECEIPTS

Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
03/09/2024	Allotment Holders	rent	820.00	-	820.00	Annual Rent Payment
03/09/2024	Obinna Ezeh	field hire	150.00	-	150.00	Field Hire & Deposit - 14th September 2024
04/09/2024	Allotment Holders	rent	80.00	-	80.00	Annual Rent Payment
09/09/2024	Allotment Holders	rent	190.00	-	190.00	Annual Rent Payment
10/09/2024	Allotment Holders	rent	20.00	-	20.00	Annual Rent Payment
13/09/2024	Buckinghamshire Council	precept	104,695.00	-	104,695.00	Second Installment of Precept
Total Receipts			105,955.00	-	105,955.00	

PAYMENTS - From Current Account

Date	Received from	Reference	Amount Received			Transaction Detail
			Gross	VAT	Net	
31/08/2024	Onecom	7293627	58.27	9.71	48.56	Office Phone to 31st July 2024
15/09/2024	Drax	1108127483	42.77	7.13	35.64	Street Lighting for August 2024
15/09/2024	Drax	1108127484	484.46	80.74	403.72	Street Lighting for August 2024
05/09/2024	Castle Water	3333579	59.66	-	59.66	Allotments Water 1 July to 31 August 2024
18/09/2024	ICO	z2855737	35.00	-	35.00	Annual Data Protection Fee
17/09/2024	PEAC Finance (Current)	25-0077809	390.94	65.16	325.78	Photocopier Rental 17/09/24 to 16/12/2024
19/09/2024	Peoples Pension	august	260.87	-	260.87	Pension Costs August 2024
			1,331.97	162.74	1,169.23	

Standing Orders

28/09/2024	Rosalyn Haines	september	666.67	-	666.67	Grounds Maintenance for September 2024
			666.67	-	666.67	

Online Transfer - Paid 28th August

28/08/2024	Naomi McLaren	refund	100.00	-	100.00	Refund of playing field hire deposit 17/08/24
28/08/2024	Clerk	august	1,916.67	-	1,916.67	Salary for August 2024
28/08/2024	Assistant Clerk	august	790.85	-	790.85	Salary for August 2024
28/08/2024	Assistant Clerk	b&q	8.75	1.46	7.29	Bolts for repairing park bench
28/08/2024	Assistant Clerk	b&q	30.00	5.00	25.00	Exterior paint for PC storeroom door
			2,846.27	6.46	2,839.81	

Online Transfer - Paid 3rd September

03/09/2024	CDS	75118	642.00	107.00	535.00	Project & Cost Management
03/09/2024	Bates Wells	2246381	2,734.80	455.80	2,279.00	Advising on Bid for Bucks CC S&S Club
03/09/2024	CloudyIT	4820	7.06	1.18	5.88	Email addresses for NPSG members
03/09/2024	Tulu Toilet Hire	42561	132.85	22.14	110.71	Portable Toilet for Playing Field - August
03/09/2024	Richard Max & Co LLP	on account	4,800.00	800.00	4,000.00	Stage One costs of Counsels Opinion
03/09/2024	PKF Littlejohn	SB20241409	1,260.00	210.00	1,050.00	Audit Fee for 2023/24 AGAR
			9,576.71	1,596.12	7,980.59	

Online Transfer - Paid 16th September

16/09/2024	CloudyIT	4900	153.00	25.50	127.50	Reprofile Laptop 11 for Cllr Smith
16/09/2024	The Village Society	grant	600.00	-	600.00	Award of grant towards Heritage project
16/09/2024	Cllr C Jenkins	expenses	55.00	-	55.00	D-Day Lamp Light of Peace
16/09/2024	Bianco Developments	station rd	600.00	-	600.00	Cut back hedges on Station Rd bridge
			1,408.00	25.50	1,382.50	

From Clerks Debit Card Account

30/08/2024	Amazon	308609	33.25	5.54	27.71	Box of A4 paper
			33.25	5.54	27.71	

Total Payments 15,862.87 1,796.36 14,066.51

This list of payments has been checked by the clerk and verified for payment.

Reconciled Bank Balances as at 11 September 2024

£ 15,075.36	Treasurers Account
£ 387,360.60	Deposit Account
£ 300.00	Debit Card Account
£ 86,246.83	NatWest 95 Day Liquidity Account
£ 488,982.79	£293,389.67

Signed A. Skeggs (Clerk)

Date 12th September 2024

The above list of payments was approved by the Parish Council at its meeting on 17th September 2024.

Signed K Shanahan (Chair)

This is an electronic signature - a hard copy with a wet signature is available.

Date 17th September 2024

APPENDIX 2

Below are updates to the Council on issues that are ongoing where no decision or minimal expenditure is required. The purpose of this update is to keep Councillors and the public up to date on various issues and to save time at the meeting.

Streetlights / Lighting – The following have been reported as not working and have been referred to the PC's electrical contractor:

- Four lights along the school layby.
- Two along Chestnut Way.
- One in Dorchester Close outside no. 1.

Community Centre / Playing Field –

- The metal barrier across the playing field has been removed.
- There was an altercation involving children and a parent which escalated into an assault on one of the parents. The matter has been referred to the police who have requested the CCTV footage of the incident.

Parking Review –

- Buckinghamshire Council has been out assessing the area ready for the signage to be installed. No date set as yet.

Environmental Issues – Calls from Residents

- Roylands Estate – The closure of the Risborough Road is causing traffic problems on the Roylands estate as motorists think there is a cut through around the closure. The Clerk has added "No Through Road" signs to the existing name plates to ease the problem.
- Old Risborough Road – Two abandoned vehicles outside the Goat Centre. Resident directed to fixmystreet.
- Old Risborough Road – Hedge growing out into the road causing problems for passing cars.
- Hawkslade – HS2 requested that Buckinghamshire Council remove a dog bin whilst they closed a footpath. The footpath has now reopened so HS2 are trying to locate the bin and get it put back.
- 12 Rake Path - Hedge growing out into the footpath causing problems for pedestrians. A letter has gone to the owner / occupier.

Environmental Issues –

- Station Road Bridge - The overhanging brambles and foliage has been cut back.

Allotments – 2024/25 rent demands have gone out.

Burials – No burials scheduled.

Other -

- Marsh Lane – This is due to reopen on the 30 September 2024, following the installation of a new and safer level crossing.
- Poppy Wreath – A wreath has been ordered
- Coombe Close – Missed off the Gigaclear roll out. Clerk has contacted Gigaclear for a response.
- Village Connect – The village connect on demand bus service has gone live. Leaflets have been distributed. The scheme is developing to routes etc may change as demand is assessed.