



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 21st May 2024 at the Community Centre, Eskdale Road.



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

Buckinghamshire Council Cllrs: S Bowles and R Newcombe.

Absent: n/a

Clerk: A Skeggs

Assistant Clerk: P Rayner

Public Attendance: One.

No.	Description	Action
24/53	ELECTION OF CHAIR On a proposal from Cllr Field, seconded by Cllr Smith, Cllr Shanahan was, unanimously, elected as Chair for the forthcoming year. Cllr Shanahan then signed the declaration of acceptance of office.	
24/54	ELECTION OF VICE CHAIR On a proposal from Cllr Shrivastava, seconded by Cllr Wood, Cllr Smith was, unanimously, elected as the Vice Chair for the forthcoming year.	
24/55	APOLOGIES There were no apologies. Buckinghamshire Council Cllr Strachan gave his apologies.	
	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 Bowles informed the meeting that there was a new Council cabinet and congratulated Cllrs Shanahan and Smith for their re-election. Cllr Newcombe updated the meeting with his work on trying to find an answer to roadwork co-ordination. The white lining at the Kynaston Avenue junction was scheduled for the end of June. Cllr Shanahan thanked Cllr Newcombe for his performance at the recent Strategic Sites committee on the 9th May. 	
24/56	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION <ol style="list-style-type: none"> a) There were no new declarations of interest. b) There were no new requests for dispensation. 	
24/57	MINUTES OF PREVIOUS MEETING <ol style="list-style-type: none"> a) The minutes of the meeting of the 16th April were unanimously AGREED. b) The action plan was reviewed with a number of completed items being removed. 	
24/58	ANNUAL GOVERNANCE AND ACCOUNTS RETURN (AGAR) <ol style="list-style-type: none"> a) Section 1 of the AGAR (Annual Governance Statement) was tabled, considered, and AGREED. b) Section 2 of the AGAR (Annual Statement 2023/24) was tabled. After consideration, it was AGREED to approve the Statement as presented. c) Following the approval of Sections 1 and 2, the Chair duly signed both sections of the Return with the Clerk signing Section 1. d) It was NOTED that the dates for the Notice of Exercise of Public Rights were: <ul style="list-style-type: none"> • Announcement to be made / published on the website – Friday 7th June 2024. • Period of Inspection starts – Monday 10th June 2024. • Period of Inspection ends – Friday 19th July 2024. 	

24/59 BUCKS CC SPORTS & SOCIAL CLUB

Cllr Field updated the meeting of the events of the Strategic Sites committee meeting of the 9th May, which had seen Buckinghamshire Council approve the application for 100 houses on the site. He then outlined a number of options that the Council could consider.

After consideration, the following were proposed, seconded, and unanimously **AGREED**.

1. Write to the Secretary of State asking for a review of the application.
2. Submit FOI (Freedom of Information) requests to Buckinghamshire Council.
 - All communication between the Property and Planning sections between 29th February and 9th May.
 - All communication relating to the Neighbourhood Plan between Buckinghamshire Council and Savills.
 - All communication between Cllr Chilver and D Pearce.
 - All communication between the Chair of the Strategic Sites committee and the Head of Planning.

Clerk

3. Submit a complaint to the Standards Committee of Buckinghamshire Council.
It was proposed by Cllr Kirve, seconded by Cllr Shrivastava that the legal fees budget of £10,000 established to support the Bid be extended to cover legal advice to determine whether there is a case for a judicial review. This was unanimously **AGREED**.

Cllr
Shanahan

24/60 NEIGHBOURHOOD PLAN

Cllr Prestage updated the meeting with the current situation. Following the six-week consultation 199 pages of comments had been received. These would then go to the examiner, Andrew Ashcroft, who had been appointed by Buckinghamshire Council following the Parish Council acceptance for consideration. The examiner would then produce his report that may or may not require the Plan to be amended. Once this stage has been completed a date for the Referendum would be set.

24/61 DRAFT STREET TRADING POLICY CONSULTATION

Buckinghamshire Council had issued a draft Street Trading policy for consultation with the aim of having one consistent policy over the whole of Buckinghamshire. However, the policy would impact on the Parish's ability to hold community events. The Clerk had prepared a response to the consultation and after consideration it was **AGREED** to submit the response as circulated.

Clerk

24/62 TERMS OF REFERENCE OF COMMITTEES

The Terms of Reference (T of R) of the Parish Council committees were considered.

- a) Communities – The T of R was amended to show that the committee now met on a monthly basis.
- b) Finance & Governance – There being no changes, the T of R were **AGREED**.
- c) Planning - There being no changes, the T of R were **AGREED**.
- d) Neighbourhood Plan - There being no changes, the T of R were **AGREED**.
- e) Staffing - There being no changes, the T of R were **AGREED**.

24/63 MEMBERSHIP OF COMMITTEES / WORKING GROUPS

The membership of committees was reviewed. The membership as shown below was **AGREED**.

- Communities – Cllrs Ezra, Field, Hudson, Jenkins, Theobald, Willmer, and Wood.
- Finance and Governance – Cllrs Kirve, Shrivastava, Smith, and Wood.
- Planning – Cllrs Ezra, Hudson, Prestage, Shanahan, and Willmer.

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- Staffing – Cllrs Ezra, Kirve, Shrivastava, and Wood.
 - Neighbourhood Plan - Cllrs Prestage, Shanahan, and Smith plus M Duncan and A Mahmood.

The membership of working groups was reviewed. The membership as shown below was **AGREED**.

- Bucks CC S&S Club – Cllrs Field, Kirve, Shrivastava, and Smith plus M Duncan.
 - Marsh Lane Burial Ground – Cllrs Field and Wood.
 - SMVCA Management Group – Cllrs Ezra, Field, Jenkins, Shrivastava, and Wood.
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24/64 APPOINTMENT TO OUTSIDE BODIES

The following current appointments, shown below, were **AGREED**.

- a) Wendover and Villages Community Board – Cllrs Field, Jenkins, and the Clerk.
 - b) ARLA Liaison Group - Cllr P Wood.
 - c) Buckinghamshire Council Parish Liaison Group – Cllrs Field, and Shanahan.
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24/65 BANKING ARRANGEMENTS

- a) Direct Debits and Standing Orders - The direct debits and standing orders were reviewed and **CONFIRMED** that they should remain in place.

- BAS Associates – Payroll Provider – paid quarterly,
- Onecom – Office Telephone and Broadband – paid monthly,
- Castle Water – Allotment Water – paid half yearly,
- Drax – Street Lighting Electricity – paid monthly,
- Information Commissioners Office – GDPR – paid annually,
- Land Registry – Land Searches – paid ad hoc,
- PEAC Finance – Photocopier Lease – paid quarterly,
- Peoples Pension – Pension Deductions – paid monthly.
- Standing Orders – R Haines Grounds Maintenance, Clerk and Assistant Clerk – paid monthly.

- b) Bank Signatories – The current online bank signatories were Cllrs Ezra, Kirve, Shrivastava, and Wood. The cheque signatories were Cllrs Ezra and Wood. All existing signatories were **CONFIRMED**.
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24/66 COMMUNITIES COMMITTEE

Cllr Ezra reported on the Communities Committee held on the 14th May. The draft minutes were then **NOTED**. Cllr Ezra reported on the presentation to Janice Worger, school lollipop lady, where the Parish Council had presented her with a voucher.

24/67 FINANCE

- a) The list of payments made, attached as appendix 1 since the last meeting were **APPROVED**.
 - b) At the request of the auditor the final cost of the new play equipment installed in May 2023 was signed off by the meeting.
 - c) The subscription of £1,166 to BALC for the 2024/25 was **NOTED**.
 - d) The transfer of £85,000 on the 23rd April from the Treasurer account to the Deposit account was **NOTED**.
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24/68 CLERKS REPORT

The clerk's report, attached as appendix 2, was **NOTED**.

24/69 POINTS OF INTEREST

- Development Plan – Cllr Shanahan asked that the work on the Development Plan be deferred until later in the year as the Parish Council was busy with their
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community events and the Bucks CC S&S Club planning application. This was **AGREED.**

- Facebook Groups – Cllr Kirve reported that he had joined the Stoke Grange Facebook site. He suggested that some work was undertaken to contact as many groups as possible.

24/70 DATE OF NEXT MEETING

The next meeting will be on Tuesday 18th June 2024.

The meeting closed at 9.28 pm.

Signed _____ Dated: 18-June-2024

Action List

Date	Minute	Description	By Whom	Status
21/11/23	23/129	Invite TVP PCSOs to Parish Council meetings.	Clerk	In Progress
21/05/24	24/59	Write to the Secretary of State.	Clerk	Completed
21/05/24	24/59	Send FOIs to Buckinghamshire Council.	Clerk	In Progress
21/05/24	24/59	Send complaint to Standards Committee.	Cllr Shanahan	On Hold
21/05/24	24/61	Send Street Trading Consultation Response.	Clerk	Completed

APPENDIX 1 – PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 21st MAY 2024						
RECEIPTS						
Date Received	Received from	Reference	Amount Received		Net	Details
			Gross	VAT		
18/04/2024	EKFB (HS2)	donation	200.00	-	200.00	Donation towards Party in the Park Event
19/04/2024	Buckinghamshire Council	NHB-2024-001	9,312.00	-	9,312.00	Twelfth NHB Burial Ground Payment
22/04/2024	Aylesbury Town Corinthians FC	field hire	175.00	-	175.00	Field Hire - 28th April 2024
24/04/2024	M Sebastain	field hire	250.00	-	250.00	Field Hire - 13th July 2024
25/04/2024	HMRC	VAT126	46,886.46	-	46,886.46	Reclaimed VAT from 2023/24 Year
16/05/2024	Stoke Man & Other Parishes	grant	8,000.00	-	8,000.00	Grant
Total Receipts			64,823.46	-	64,823.46	
PAYMENTS - From Current Account						
			Gross	VAT	Net	Transaction Detail
Direct Debits						
29/04/2024	Onecom Ltd	7044910	58.27	9.71	48.56	Office Phone - 31 March 2024
16/05/2024	Castle Water	10002110388	40.39	-	40.39	Allotments Water 1 April to 30 April 2024
16/05/2024	Drax	1107859425	41.37	6.89	34.48	Street Lighting for April 2024
16/05/2024	Drax	1107859426	468.82	78.13	390.69	Street Lighting for April 2024
19/05/2024	Peoples Pension	april	260.87	-	260.87	Pension Costs April 2024
22/05/2024	HMRC	22/05/2024	1,798.53	-	1,798.53	PAYE & NIC for month 1 (5 May 2023)
			2,668.25	94.73	2,573.52	
Standing Orders						
28/05/2024	R Haines	may	666.67	-	666.67	Grounds Maintenance for May 2024
			666.67	-	666.67	
Online Bank Transfer - Paid 29th April						
29/04/2024	Clerk	april	1,916.67	-	1,916.67	Salary for April 2024
29/04/2024	Assistant Clerk	april	791.05	-	791.05	Salary for April 2024
29/04/2024	Assistant Clerk	expenses	33.79	-	33.79	Brackets and screws for installing benches
29/04/2024	DJ Dan Blaze	3895	100.00	-	100.00	D-Day 80th Anniversary compere
29/04/2024	Aylesbury Town Corinthians	refund	100.00	-	100.00	Refund of playing field hire deposit
29/04/2024	Bianco Developments	benches	790.00	-	790.00	Lay concrete bases for new benches
			3,731.51	-	3,731.51	
Online Bank Transfer - Paid 9th May						
09/05/2024	Cllr D Field	137398430	174.98	29.16	145.82	Walkie Talkies (10) for Community event
09/05/2024	Tulu Toilet Hire	40765	128.57	21.43	107.14	Portable Toilet for Playing Field - April
09/05/2024	The Cloudy Group	3610	7.06	1.18	5.88	NPSG Email address
09/05/2024	The Cloudy Group	6653	164.40	27.40	137.00	Supply & fit new battery to Clerk's laptop
09/05/2024	Enterprise Skiphire	10226	648.00	108.00	540.00	Nine portable toilets for Party in the Park
09/05/2024	CDS	74883	6,460.80	1,076.80	5,384.00	Landscape, Design & Engineering Work
09/05/2024	Truvelo (UK) Ltd	19238	5,128.80	854.80	4,274.00	TruSign 36CR Speed Indicator Sign
09/05/2024	Kimbletech Ltd	20761	5,000.00	833.33	4,166.67	Deposit for Solar Panel Installation
09/05/2024	IAC Audit & Consultancy	1798	474.00	79.00	395.00	Internal Audit of 2023/24 Annual Return
			18,186.61	3,031.10	14,760.51	
Online Bank Transfer - To Be Paid 17th May						
17/05/2024	Future Digital Systems	307101	30.16	5.02	25.14	Photocopying 03/04/24 to 02/05/24
17/05/2024	Amelia Marquees	32/2024	699.75	-	699.75	Balance for Marquees - Community Event
17/05/2024	Bianco Developments	brudenell	725.00	-	725.00	Installing wooden posts Brudenell Drive
17/05/2024	ENC Ltd	822	955.20	159.20	796.00	Repairs to nos 4 & 11 Carters Ride
17/05/2024	ENC Ltd	823	132.00	22.00	110.00	Call out / test nos 2 & 7 Orchard Close
17/05/2024	Cllr P Wood	gift	52.50	-	52.50	Leaving Present for Lollipop Lady
17/05/2024	Playsafety Limited (Rospa)	79088	292.80	48.80	244.00	Annual Inspection Play and Gym Equipment
			2,887.41	235.02	2,652.39	
From Clerks Debit Card Account						
10/04/2024	Commemorative Coin Company	2024-5054	269.70	45.00	224.70	30 D-Day Landings Gold Coins
10/04/2024	Wickes		18.00	3.00	15.00	Cement for skatepark repairs
24/04/2024	Solopress	3831692	49.20	-	49.20	Flyers for D-Day Landings Event
24/04/2024	Mutts Butts	4073406	82.68	13.78	68.90	Dispenser Refill Bags
29/04/2024	Royal British Legion	97375	21.95	3.17	18.78	D-Day 80th Lamp Post Signs
03/05/2024	Aims Sales Ltd	36202	7.99	1.33	6.66	Lamp Oil for D-Day Lamp
15/05/2024	Rock Awnings	19422	412.99	68.83	344.16	Branded Parish Council 3m x 3m Gazebo
			862.51	135.11	727.40	
Total Payments			29,002.96	3,495.96	25,112.00	
This list of payments has been checked by the clerk and verified for payment.					RECONCILED	BANK BALANCES AS AT 30 APRIL 2024
					£ 70,393.48	Treasurers Account
					£ 385,438.33	Deposit Account
Signed <i>A. Skeggs</i> (Clerk)					£ 300.00	Debit Card Account
					£ 85,346.60	NatWest 95 Day Liquidity Account
Date 16th May 2024					£ 541,478.41	
The above list of payments was approved by the Parish Council at its meeting on 21st May 2024.						
Signed <i>K Shanahan</i> (Chair)						
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date 21st May 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

- Carters Ride – Lights nos. 4 and 11 have been repaired and are now working.
- Orchard Close – UKPN have been out, and streetlights nos.1 & 2 are now working

Community Centre / Playing Field

- Ramp – A ramp has been placed over the ditch by persons unknown to enable better access to the playing field from the Hawthorns estate.
- Fallen Tree – A tree at the back of 21 Irvine Drive was partially blocking the footpath. This has been cleared by the Assistant Clerk.

Environmental Issues – Calls from Residents

- Station Road – The Clerk has met with a member of Gigaclear and their contractors. Gigaclear agreed to make good the grass verges.
- Benches on Stoke Leys – A number of complaints on the location of the benches. Residents disappointed that they were not consulted. See Communities Committee minutes.
- Ravensbourne Avenue – Complaint of foliage from no.34 blocking the footpath and alleyway. Letter was sent to the resident and the resident has cut back all the overhanging foliage which now allows access to the alleyway.

Environmental Issues -

- Brudenell Drive – The ropes and posts have gone up on the edge of the verges at the entrance to Brudenell Drive. Positive feedback has been received from residents.

Allotments –

- As the waiting list continues to increase, it has been decided not to add anyone to the list. Once the list starts to decrease the waiting list will be opened up again.

Burials –

- There is an interment planned for Thursday 30th May.
- There is a placing of a tablet planned for some time in May.

Other -

- Parish Council e-Newsletter – The Spring newsletter was issued at the beginning of April. There are now currently 146 resident subscribers. Sign up is via the Parish Council website.
- The Ark – At the last visit to the Ark details of the upcoming community events were given as well as a copy of the newsletter.