



# Stoke Mandeville Parish Council

Minutes of the PARISH COUNCIL meeting held on Tuesday 18<sup>th</sup> June 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 and P Strachan.

Absent: n/a

Clerk: A Skeggs

Assistant Clerk: P Rayner

Public Attendance: One.

No.	Description	Action
24/71	<p><b>APOLOGIES</b></p> <p>Apologies were received and accepted from Cllrs Hudson (childcare), Kirve (work), and Prestage (ill). Buckinghamshire Council Cllr Newcombe gave his apologies.</p> <hr/> <p><b>OPEN FORUM FOR PARISHIONERS</b> – The following questions were raised.</p> <ul style="list-style-type: none"> <li>• There were no questions from the floor. Cllr Willmer wished it to be recorded on how well both recent community events had been organised and thanked all the Councillors for the effort that had been put in. He was only sorry he could not have done more.</li> <li>• Buckinghamshire Council – Cllr Strachan would check that the white lining at the Kynaston Avenue junction was still scheduled for the end of June. Cllr Wood raised the issue of the state of the Hawkslade estate – long grass / overflowing waste bins which had been cleared.</li> </ul>	
24/72	<p><b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b></p> <p>a) There were no new declarations of interest. b) There were no new requests for dispensation.</p>	
24/73	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>a) The minutes of the meeting of the 21<sup>st</sup> May were unanimously <b>AGREED</b>. b) The action plan was reviewed with a number of completed items being removed.</p>	
24/74	<p><b>2023/24 INTERNAL AUDIT REPORTS</b></p> <p>a) The internal audit reports were presented for consideration, and it was <b>NOTED</b> that the auditor had raised no issues. b) The internal audit year-end observations report was considered. The observations related to the displaying fees and charges on the website, scheduling policies for review, signing of the play area contract, reviewing the fidelity insurance levels, and the requirement to annually review staff salaries. The observation report was <b>NOTED</b>. c) The Clerk presented his response to the observations and informed the meeting that the observations had been considered at the last Finance &amp; Governance Committee meeting. The clerk’s responses were <b>NOTED</b>. d) It was proposed by Cllr Shanahan, seconded by Cllr Shrivastava, that the Internal Audit reports and proposed actions be <b>APPROVED</b>. This was <b>AGREED</b>.</p>	
24/75	<p><b>BUCKS CC SPORTS &amp; SOCIAL CLUB</b></p> <p>Cllr Field informed the meeting that the Parish Council had submitted its letter to the Secretary of State as had Buckinghamshire Council and Sport England. The Council had received a response from the Secretary of State saying everything was on hold until</p>	

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after the General Election when a new Secretary of State would be appointed. The Secretary of State has issued an article 31 Direction which prevents Buckinghamshire Council from granting planning permission without special authorisation. Cllr Shanahan informed the meeting that due to the Pre-Election Period no complaint had been submitted to the Standards Committee of Buckinghamshire Council.

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**24/76 SOLAR PANELS COMMUNITY CENTRE**

Cllr Theobald updated the meeting on the recent visit by the structural engineer and Kimbletech to assess the condition of the Community Centre roof. The report had not been received but early indications are that the roof is not suitable to take the weight of a conventional solar panel configuration. A solution would be to remove all the tiles and replace them with plastic trays where the solar panels would sit. The report will give the Parish Council a better idea of how to progress. The Chair of the SMVCA management committee asked to be kept informed.

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**24/77 MARSH LANE BURIAL GROUND**

a) The Clerk circulated a proposal and image from Florence Nightingale Hospice for their memorial garden at the burial ground. After consideration, whilst the Council **AGREED** with the proposal it felt that a more detailed drawing with specifications / planting scheme and maybe an aerial view was required. The Clerk was to contact Florence Nightingale.

b) There was a requirement for the remains of the original St Marys churchyard to be interred in consecrated land, so the Clerk had circulated a paper asking that consideration be given to the rest of the site. The paper explained what the difference was between consecrated and non-consecrated land. The Clerk explained that he was waiting to hear from the Oxford Diocese of what the procedure was. After consideration it was **AGREED** to defer any decision until a response had been received.

Clerk

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**24/78 STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION**

a) Cllr Shrivastava reported on the work that had been undertaken with the Association over the last year. He reported that the Association was heading for another loss this year, and this would continue unless the occupancy rates were increased plus other sources of income would be required. An additional resource was required to help implement some tasks identified in the report. Cllr Shanahan thanked the Management Group for all their work and the impressive list of achievements.

b) Cllr Shrivastava reported that SMVCA were purchasing new tables for the main hall, and he proposed that the Parish Council purchase the usable tables that were no longer required at a cost of £20 per table, this was seconded by Cllr Wood, and unanimously **AGREED**.

c) Consideration was then given to funding the Association going forward with Cllr Shrivastava proposing that the Parish Council should consider providing a grant similar to the one that it provides to the Hawkslade Community Centre. As mentioned, a project managing resource was needed to implement a booking system, new website, and market the Centre. It was proposed by Cllr Shrivastava, and seconded by Cllr Theobald, that £5,000 of the Community Centre maintenance budget be used as a grant to the Association to enable the projects to be progressed. This was unanimously **AGREED**.

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**24/79 FINANCE & GOVERNANCE COMMITTEE**

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The minutes of the Finance & Governance meeting held on the 11<sup>th</sup> June were **NOTED** and it was **AGREED** to accept the meetings decision to adopt the updated Standing Orders and Financial Regulations for the coming year.

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**24/80 PLANNING COMMITTEE**

The minutes of the Planning Committee meeting held on the 29<sup>th</sup> May were **NOTED**.

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**24/81 FINANCE**

- a) The list of payments made, attached as appendix 1 since the last meeting were **APPROVED**.
  - b) It was **NOTED** that there had been no Inter Account transfers this month.
  - c) After consideration it was proposed by Cllr Field, seconded by Cllr Jenkins, that the Party in the Park donations so far received should go to SMVCA charity. This was unanimously **AGREED**.
  - d) The Village Society had submitted a grant application to fund an information board that would be part of the War Memorial. The Chair informed the meeting that she and the Clerk had suggested that the following conditions be attached to the grant – Use of same supplier as Heritage Board, Parish Council to install and the Parish Council to sign off the content and artwork. After consideration it was proposed by Cllr Shrivastava, seconded by Cllr Smith, that instead of awarding a grant the Parish Council should deal with the supplier, once the Village Society had provided the content, and pay for the information board directly. This was **AGREED**.
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**24/82 CLERKS REPORT**

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

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**24/83 POINTS OF INTEREST**

- Community Events – Cllr Shanahan wished to thank the Communities Committee, Party in the Park team and the D-Day team for all the work they put in to make the two successful events. The events had managed to reach both the younger and older generations which is what the Parish Council is here for. Cllr Wood had received thanks from the Aylesbury Town Mayor who had enjoyed being part of the D-Day celebrations. Thanks, were also expressed to the Clerks for the help and involvement over the two events.
  - EKFB – Cllr Smith reported on the bi-monthly meeting with EKFB, now held with Ellesborough Parish Council. There would be a number of weekend closures on the Risborough Road, but the A418 Stone Road would be worse with more weekend closures and a planned all week closure.
  - Arla – Cllr Wood had attended the Arla liaison meeting. Nothing to report.
  - Abbey Homes – Cllr Theobald reported that a meeting arranged for the 11 June did not take place and was now arranged for the 25<sup>th</sup> June where the footpath, play area and estate appearance will be discussed.
  - Neighbourhood Plan – Cllr Smith informed the meeting the Examiner had sent through a Point of Clarification document which the group would be considering very soon. The response to this would form part of the final report.
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**24/84 DATE OF NEXT MEETING**

The next meeting will be on Tuesday 16<sup>th</sup> July 2024.

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The meeting closed at 9.33 pm.

Signed \_\_\_\_\_

Dated: 16-July-2024

## **Action List**

<b>Date</b>	<b>Minute</b>	<b>Description</b>	<b>By Whom</b>	<b>Status</b>
21/05/24	24/59	Send FOIs to Buckinghamshire Council.	Clerk	Completed
21/05/24	24/59	Send complaint to Standards Committee.	Cllr Shanahan	On Hold
18/06/24	24/76	Inform SMVCA of Results of Roof Survey.	Clerk	TBA
18/06/24	24/77a	Contact Florence Nightingale Hospice.	Clerk	Completed
18/06/24	24/78b	Arrange Payment to SMVCA for Tables.	Clerk	TBA
18/06/24	24/81c	Arrange Payment of Donations to Charity.	Clerk	In Progress
18/06/24	24/81d	Inform Village Society of Grant Application.	Clerk	Completed
18/06/24	P of I	Contact Resident Regarding Ransom Strip.	Cllr Shanahan	

**APPENDIX 1 – PAYMENTS**

<b>LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 18 JUNE 2024</b>						
<b>RECEIPTS</b>						
<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>	
21/05/2024	Dignity Funerals Ltd	plot 262	100.00	-	100.00	Memorial Tablet for E Scutchings
29/05/2024	Buckinghamshire Council	nhb-2024-002	5,384.00	-	5,384.00	Thirteenth NHB Burial Ground Payment
	Mr Paul Adams	refund	110.00	-	110.00	Refund of Overpaid Fee
31/05/2024	Party in the Park Event	donation	985.00	-	985.00	Donations from Stall Holders / The Bull
	Chiltern Railways	donation	275.00	-	275.00	Contribution to Station Approach Garden
03/06/2024	HS2 via Bates Wells	compensation	5,799.13	-	5,799.13	Compensation Payment from HS2 - St Marys
	HS2 via Bates Wells	interest	413.87	-	413.87	Interest Payment from HS2 - St Marys
<b>Total Receipts</b>			<b>13,067.00</b>	<b>-</b>	<b>13,067.00</b>	
<b>PAYMENTS - From Current Account</b>						
			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	<u>Transaction Detail</u>
<b>Direct Debits</b>						
30/05/2024	Onecom Ltd	7082376	58.27	9.71	48.56	Office Phone - 30 April 2024
19/06/2024	Castle Water	10002536161	9.57	-	9.57	Allotments Water 1 May to 31 May 2024
16/06/2024	Drax	1107929361	42.77	7.13	35.64	Street Lighting for May 2024
16/06/2024	Drax	1107929362	484.46	80.74	403.72	Street Lighting for May 2024
17/06/2024	PEAC Finance (Current)	25-0040652	390.94	65.16	325.78	Photocopier Rental 17/06/24 to 16/09/2024
19/06/2024	Peoples Pension	may	260.87	-	260.87	Pension Costs May 2024
22/06/2024	HMRC	1520782502	841.14	-	841.14	PAYE & NIC for month 2 (5 June 2024)
			<b>2,088.02</b>	<b>162.74</b>	<b>1,925.28</b>	
<b>Standing Orders</b>						
28/06/2024	R Haines	june	666.67	-	666.67	Grounds Maintenance for June 2024
			<b>666.67</b>	<b>-</b>	<b>666.67</b>	
<b>Online Bank Transfer - Paid 28th May</b>						
28/05/2024	Clerk	may	1,916.67	-	1,916.67	Salary for May 2024
28/05/2024	Assistant Clerk	may	790.85	-	790.85	Salary for May 2024
28/05/2024	Assistant Clerk	expenses	7.74	-	7.74	Wooden Stakes for Car Park Signs
28/05/2024	Counting Colours (Mr B Evans)	band	700.00	-	700.00	Performance & Sound Engineering
28/05/2024	Laura Williams	758	300.00	-	300.00	Live Music Party in the Park
28/05/2024	Joseph Morris	26	450.00	-	450.00	Live Music Party in the Park
28/05/2024	Sally Renshaw-Hubbard	301	350.00	-	350.00	Balloon Modelling at Party in the Park
28/05/2024	Mr Paul Adams	24003	225.00	-	225.00	Live Music Party in the Park
28/05/2024	CDS	74928	1,350.00	225.00	1,125.00	Topographical Survey
			<b>6,090.26</b>	<b>225.00</b>	<b>5,865.26</b>	
<b>Online Bank Transfer - Paid 7th June</b>						
07/06/2024	Finding Fitness Ltd	1	6,900.00	1,150.00	5,750.00	Monkey Challenge Climbing Wall
07/06/2024	Night Watch Security Ltd	1355	520.00	86.67	433.33	Supply of Overnight Security - Three Nights
07/06/2024	Night Watch Security Ltd	1356	250.80	41.80	209.00	Supply of Traffic Marshals on 26th May
07/06/2024	Tulu Toilet Hire	41173	132.85	22.14	110.71	Portable Toilet for Playing Field - May
07/06/2024	Ellevate Entertainment Ltd	pdd66242	756.00	126.00	630.00	Balance for D-Day 80th Anniversary Trio
07/06/2024	DJ Dan Blaze	3895	400.00	-	400.00	Balance D-Day 80th Anniversary compere
07/06/2024	The Cloudy Group	3904	7.06	1.18	5.88	NPSG Email address
07/06/2024	CDS	74976	2,860.80	476.80	2,384.00	Landscape, Design & Engineering Work
07/06/2024	Buckinghamshire Council	2205077598	2,105.62	-	2,105.62	Supply of Two Village Gates (50% of cost)
07/06/2024	SMVCA	02-2024	700.00	-	700.00	Hire of the Community Centre on 26th May
07/06/2024	Jamie Felton	7624	200.00	-	200.00	D-Day 80th Anniversary Singer
			<b>14,833.13</b>	<b>1,904.59</b>	<b>12,928.54</b>	
<b>From Clerks Debit Card Account</b>						
22/05/2024	Commemorative Coin Company	6874	359.60	-	359.60	40 D-Day Landings Gold Coins
06/06/2024	Well Nice Food Company	food	58.00	-	58.00	Fish & Chips for the Entertainers on D-Day
11/06/2024	Spot On-Line Ltd	767069	9.97	1.66	8.31	Pack of 5000 Staples
12/06/2024	Bolting Darts Ltd	84691	12.32	2.05	10.27	A4 Lever Arch Files
			<b>439.89</b>	<b>3.71</b>	<b>436.18</b>	
<b>Total Payments</b>			<b>24,117.97</b>	<b>2,296.04</b>	<b>21,821.93</b>	
This list of payments has been checked by the clerk and verified for payment.					<b>RECONCILED BANK BALANCES AS AT 31 MAY 2024</b>	
					£ 70,393.48	Treasurers Account
					£ 385,438.33	Deposit Account
Signed <i>A.Skeggs</i> (Clerk)					£ 300.00	Debit Card Account
					£ 85,668.40	NatWest 95 Day Liquidity Account
Date 13th June 2024					£ 541,800.21	
The above list of payments was approved by the Parish Council at its meeting on 18th June 2024.						
Signed <i>K Shanahan</i> (Chair)						
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date 18th June 2024						

## **APPENDIX 2**

### **Clerks Report (For Information Only)**

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** – No issues.

**Community Centre / Playing Field** – No issues.

#### **Parking Review** –

- The consultation exercise in Carters Ride ended on the 15th May and the response was positive with 105 residents responding. Buckinghamshire Council will now start the exercise of legalising the order, responding to objections and finalising the detailed design for pricing.

#### **Environmental Issues** – Calls from Residents

- Bench on Stoke Leys – A resident has contacted her local MP to make a complaint. The Clerk has responded to the MP's questions.
- Eden Close – A resident has reported fly-tipping in the communal parking area. Buckinghamshire Council say it not the land, so the Clerk has suggested the resident contact Fairhive Housing.
- Bowler Road – A resident has reported an overgrown hedge outside no. 32. A letter will be sent to the resident asking for it to be cut back.
- Butt Furlong – A resident has reported an overgrown hedge behind no. 44. A letter will be sent to the resident asking for it to be cut back.

**Environmental Issues** – No issues.

#### **Allotments** –

- A resident on Lower Road has contacted the Parish Council about a rat problem that he believes is coming from the allotments. The Assistant Clerk is investigating the problem.

**Burials** – No burials planned.

#### **Other** -

- Parish Council e-Newsletter – The Spring newsletter was issued at the beginning of April. There are now currently 150 resident subscribers. Sign up is via the Parish Council website.
- Village Gates Photo – The Chair and Clerk will be attending a photo shoot with the Community Board to recognise their part funding of the village gates.
- Burial Ground – Enquiry regarding a plot where the deceased were buried in 1940 and 1945.