



Soulbury Parish Council Buckinghamshire

Minutes of the Parish Council Meeting 16 May 2022 at 7:30 pm

Those present: Cllr Victor Wright Chairman
Cllr Maurice Cross Vice-Chairman
Cllr Alan Stevens
Cllr John Day
Cllr Nigel Kemal
Cllr Margaret Rowe
Cllr Salina Darbyshire-Mackay
Wendy Taylor Parish Clerk
3 members of the public

1	Apologies for absence	Action																					
	Apologies received from Cllr Jilly Jordan.																						
2	Approval of minutes																						
	Minutes of the meeting held on 21 April 2022 were approved and signed by Cllr Wright.																						
3	Matters arising																						
	<p>Objection received regarding the donation to the Red Cross Ukrainian appeal. Following research, the Clerk established that this may not be permitted, and crowd funding appears to be the route other parish councils have used.</p> <p>Cllr Day queried whether it is permissible under the rules and Cllr Wright confirmed that:</p> <p>The Parish Council cannot make donations to individuals unless the Community directly benefit. (Thus the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)</p> <p>As a result, crowdfunding was suggested along with collection buckets at the Jubilee and other events.</p>	All																					
4	Finance																						
	<p>a) The following payments have been paid since the last meeting:</p> <table><tbody><tr><td>J Dawson</td><td>Supply and fit allotment water meter</td><td>£90.00</td></tr><tr><td>PKF Littlejohn</td><td>Non compliance of 2020/21 audit</td><td>£576.00</td></tr><tr><td>CS Maintenance</td><td>Mowing village green</td><td>£180.00</td></tr><tr><td>Wendy Taylor</td><td>Reimbursement of MS365 sub</td><td>£59.99</td></tr><tr><td>BMKALC</td><td>Annual membership fee for 2022</td><td>£151.07</td></tr><tr><td>Harlequin Press</td><td>Jubilee banner</td><td>£91.20</td></tr></tbody></table> <p>b) Monies received:</p> <table><tbody><tr><td>UK Power Networks</td><td>Wayleave 1/4/21-31/3/22</td><td>£33.01</td></tr></tbody></table>	J Dawson	Supply and fit allotment water meter	£90.00	PKF Littlejohn	Non compliance of 2020/21 audit	£576.00	CS Maintenance	Mowing village green	£180.00	Wendy Taylor	Reimbursement of MS365 sub	£59.99	BMKALC	Annual membership fee for 2022	£151.07	Harlequin Press	Jubilee banner	£91.20	UK Power Networks	Wayleave 1/4/21-31/3/22	£33.01	
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	<p>c) Internal and external audit update 2021-2022: Acceptance of AGAR form:</p> <p>The clerk recounted the internal audit report which has been carried out by Andrew Wood, the Council's independent auditor. This was for information.</p> <p>Section 1: The Clerk walked through the nine areas detailed in the report. Three areas were identified as non-compliant (points 3, 4 and 7). All other areas are compliant, noting that point 9 is non-applicable. All Councillors agreed with the statement responses and this section was approved.</p> <p>The Clerk signed the document during the meeting. The Chairman also signed the document.</p> <p>Section 2: The Clerk ran through the accounts for 2021/22. She detailed the items under 'fixed assets', (eg gates, park benches, defibrillators, general equipment, village hall) as Councillors asked what it comprised. All Councillors confirmed and agreed. The Chairman signed the document.</p> <p>The above documents can be published on the website immediately with the caveat that they have not been audited by the external auditor as they must be published before 1 July.</p> <p>The execution of public rights will take place between 13 June and 22nd July. Notification of this will be advertised on the website and via social media and noticeboard. During this time anyone can ask questions and see Council documents. However, the public is entitled to ask questions of the external auditor but as this can incur a cost against the precept it is suggested that questions be directed at the Parish Council in the first instance.</p>	
	<p>d) Agree Parish Clerk and RFO remuneration and contracted hours:</p> <p>The Clerk went through her proposed Contract of Employment as well as the accompanying role profile.</p> <p>A vote took place and all Councillors agreed and approved the content and terms. Query was raised as to whether there is an annual leave entitlement and this needs to be further explored.</p> <p>Sage Payroll has been suggested. Noted that this can only be used for payroll at a cost of £7/m + VAT. The clerk to investigate.</p> <p>Employee liability insurance is in place. Cllr Day queried standard practice and brief discussion took place.</p> <p>Wendy was not able to take over as Parish Clerk but acted as assistant Parish Clerk and did all the work for the 2021-22. She could not be paid as the rules state that a councillor cannot be the clerk and be paid. She resigned to take the role and in sorting out the Council's admin found that there had to be a year between the resignation and taking on the role hence the 'assistant' in the title. This meant she could not be paid for that time. The year elapsed 1 Feb 2022. Discussion took place about a way of being able to compensate her for this work. Wendy offered to contact BMKALC to see if they have any good ideas. This will be an agenda item for the next meeting. The meeting will start 15 minutes earlier to take account of this discussion. Wendy will advise on action that is within the rules and leave the meeting for the ensuing discussion.</p> <p>e). Update on street lighting charges</p> <p>No update.</p> <p>f) BMKALC: The Clerk has attended several training sessions and two more are in the pipeline.</p> <p>g). The Clerk apologised that she was so focused on the audit and AGAR she did not include the annual meeting within this meeting. Consideration was given to moving to an earlier or later time as May is very busy because of the AGAR. Action to explore this further. Post meeting note: it is fixed in law that the annual meeting has to take place in May of each year. An annual meeting has since been arranged in May.</p>	<p>The Clerk</p> <p>The Clerk</p> <p>Clerk</p> <p>The Clerk</p> <p>All</p>

5	Planning																									
	<p>22/01329: 13 Stewkley Road, Soulbury, LU7 0DH - application for two storey side and single storey rear extensions. No objection.</p> <p>22/01464: Pavilion Park House, 2-3 Stockgrove Park House, Stockgrove Park, Soulbury, LU7 0BB - reinstatement of previously approved subdivision to form two separate dwellings. No objection.</p> <p>22/01565: Winscott Farm, Stewkley Road, Soulbury, LU7 0DJ - variation on condition 2 of the planning approval 19/04199 to amend internal layout and minor changes to elevations of plots 4 and 6. No objection.</p>																									
6	Environment																									
	<p>6.1 Childrens' Playground</p> <p>The playground is scheduled for completion on 20 May 2022.</p> <p>Safety inspection carried out on 16 May 2022 and results awaited. It is likely that the final invoice for the works will then be sent.</p> <p>Gap in fence/gate to be addressed: Cllr Wright has emailed regarding this issue.</p> <p>Footballs goals & swings - require painting and new netting (goals). Volunteers are required to execute this. Item in Parish News.</p> <p>The bent wheelie bin needs addressing, and CS Maintenance (CSM) will mow the area. (Cllr Wright to ensure CSM has the relevant code for the gate.)</p> <p>Agreed that the official opening will be Sunday 12 June @ 2:30pm and the heras fencing will remain in place until such time.</p> <p>Discussion regarding adult fitness space on SMG. Cllr Wright to investigate.</p> <p>6.2 Grass cutting</p> <p>Grass recently cut again.</p> <p>The Clerk has called CSM regarding risk assessments with regard to their mowing business.</p> <p>This agenda item is to be removed from the agenda going forward and can be covered in AOB where required.</p> <p>6.3 Bin at Three Locks car park</p> <p>Appears to be a discrepancy between ownership and lease, eg it is unclear whether accountability lies with the Three Locks pub, Bucks Council or Canal Trust. The Head of Northern Waste and Street Scene Services at Bucks Council confirmed that the car park is the responsibility of the Three Locks pub. However, the pub is checking this with their head office.</p> <p>6.4 Tree risk assessment:</p> <p>Cllrs Wright and Day to assess on a regular basis.</p>	<p>The Clerk</p> <p>VW</p> <p>VW</p> <p>The Clerk</p> <p>VW/JD</p>																								
7	Reports from County Councillor																									
	Not present due to vacation.																									
8	Parish Hall																									
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	<p>The Clerk spoke with Jax Crack and received information that she does not deal with the caretaker.</p> <p>Leaves have been cleared and disposed of - with thanks to members of the Parish Council.</p>	
9	Millennium Green	
	<p>Community Payback service started on 15 May for approx 6 weeks.</p> <p>The Quiz on 21 May 2021 has had to be cancelled due to lack of response.</p>	
10	Queen's Platinum Jubilee celebrations	
	<p>To date c.49 VIPs have been identified for afternoon tea.</p> <p>Permission is still awaited for the road closure. Post meeting note: permission granted and signage ordered.</p>	
11	Public participation	
	<p>Lindsey Russell provided an update regarding the status of her planning application for Green Farm. This has been refused again premised on 1) light pollution, 2) housing mix (nos of bedrooms), 3) arboretal officer: tree report and 4) s106 payment (this has been offered previously). Cllr Darbyshire-Mackay queried whether the parish could do anything else to support her application.</p> <p>The Clerk received a telephone call from a member of the public whose parents live in Mount Pleasant - dog excrement in the garden. The Clerk suggested the use of the Council's wildlife camera to identify the dog. Concern raised about liability of such an exercise and as it is a VAHT property, they should be approached in the first instance.</p> <p>Hollingdon: in response to an email from The Clerk to establish if they had any projects to use our s106 monies allocation, several project suggestions were made. Two were really TfB works. The third, a small stone plinth detailing the history of Hollingdon was considered to be a project for the Community Board funding. The Clerk will establish if this is the case.</p>	<p>The Clerk</p> <p>The Clerk</p>
12	Any other business	
	<p>Inclement weather insurance discussed for the Jubilee celebrations but it was decided to be unnecessary.</p> <p>Cllr Wright still working on getting the gate on the Wing Road repaired.</p> <p>Comment was made that the road repairs to Gt Brickhill Road planned to commence on 9 May have not yet started. No idea now when they will commence.</p> <p>Allotment water meter: Cllr Kemal confirmed this was put in place on 9 March 2022 and was set to zero at that time.</p>	VW
13	Date of next meeting	
	The next meeting will be held on Monday, 20th June 2022 in Soulbury Parish Hall at 7:15 pm. This is to allow time for discussion detailed in Section 4d.	All

Distribution:

All Councillors/Parish Website/Parish Noticeboard/Parish News (a resume)