



# Soulbury Parish Council Buckinghamshire

## Minutes of the Parish Council Meeting 18 October 2021 at 7:30 pm

Those present:

Cllr Victor Wright  
Cllr Maurice Cross  
Cllr Alan Stevens  
Cllr Margaret Rowe  
Cllr John Day  
Cllr Nigel Kemal  
Salina Darbyshire-Mackay  
Wendy Taylor  
3 members of the public

Chairman  
Vice-Chairman

Parish Clerk Assistant

1	Apologies for absence	Action																					
	Received from Cllr Jilly Jordan.																						
2	Approval of minutes																						
	Minutes of the meeting held on 20 September 2021 were approved and signed by Cllr Wright.																						
3	Matters arising																						
	<p>Cllr Stevens asked if the Welcome Packs had been produced and delivered. Wendy confirmed this had happened although more packs are needed for more new families to the parish.</p> <p>Cllr Day reported that he took advice on the best place to purchase the solar panels for the Speed Indicating devices. Very good models can be obtained via Amazon for approx £100 each with aluminium frames. Cllr Wright offered to obtain them within this price range. Unanimous agreement for him to go ahead.</p>	VW																					
4	Co-option																						
	Salina Darbyshire-Mackay was invited and proposed to become a Councillor on the Soulbury Parish Council by Cllr Stevens. Cllr Day seconded the proposal and all Councillors unanimously agreed. Cllr Darbyshire-Mackay took her place in Council.																						
5	Finance																						
	<p>a) The following payments have been paid since the last meeting:</p> <table> <tr> <td>CS Maintenance</td><td>Grass mowing 15/9/21</td><td>£200.00</td></tr> <tr> <td>CS Maintenance</td><td>Grass mowing 29/9/21</td><td>£200.00</td></tr> <tr> <td>British Gas</td><td>Parish Hall supply 22/8/21</td><td>£10.58</td></tr> <tr> <td>Cllr Wright</td><td>Battery for Dell laptop</td><td>£13.99</td></tr> <tr> <td>EON</td><td>Street lighting via DD</td><td>£113.54</td></tr> </table> <p>Further payments to be made:</p> <table> <tr> <td>Anglian Water</td><td>Water bill for parish hall</td><td>£40.02</td></tr> <tr> <td>Royal British Legion</td><td>Poppy wreath</td><td>£19.25</td></tr> </table> <p>Cllrs Wright and Cross have been reimbursed for the procurement of John Spires' gift.</p>	CS Maintenance	Grass mowing 15/9/21	£200.00	CS Maintenance	Grass mowing 29/9/21	£200.00	British Gas	Parish Hall supply 22/8/21	£10.58	Cllr Wright	Battery for Dell laptop	£13.99	EON	Street lighting via DD	£113.54	Anglian Water	Water bill for parish hall	£40.02	Royal British Legion	Poppy wreath	£19.25	
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	<p>b) EON has been asked to ensure the correct billing amount appears on our statements as no change has been made since all lanterns were changed to LED.</p> <p>c) Wendy has appointed Andrew Wood to audit the Parish Council accounts when the time comes but has had a meeting to make sure the business of the council is carried out correctly to ensure the audit process is smooth. He is happy with what she is doing now but is there for advice whenever she needs it. To this end Wendy distributed the income and expenditure accounts as they now stand.</p> <p>d) Budgetting: Wendy raised this issue as we need to have budgetting in place in November in order to obtain the correct precept. It appears that Buckinghamshire Council uses an Excel workbook for this process which will not convert properly into Numbers used on her iMac. Going forward this could potentially be the case for a lot of the parish council work. Rather than go to the expense of a new laptop Wendy felt that Excel for Mac could be used. It was proposed by Cllr Wright that Wendy looks into the cost of Microsoft 365 for Mac. If it is around £300 she could go ahead and obtain. This was unanimously agreed.</p> <p>e) Wendy distributed the beginnings of the asset register. There are plenty of 'boxes' needing detail but it was agreed that it was a start.</p>	WT
6	Planning	
	<p>21/03461: Playground, High Road, Soulbury - outdoor play equipment. Planning permission is required because one piece of equipment is 1m above the permitted 4m. Time allowed for comment/objection closes on 19th October 2021 after which we will have the planners decision.</p> <p>21/03717: 6 Stockgrove Park House, Stockgrove Park, Soulbury - removal of diseased Leyland Cypress with risk of falling. Replant as required. No objection.</p>	
7		
	<p><b>6.1 Childrens' Playground</b> Cllr Wright met a representative from Kompan to discuss disabled access to the area. We are awaiting his quotation.</p> <p><b>6.2 Grass cutting</b> The village green is still looking good. The village green has been dug up in places by the local badger. CS Maintenance will be asked if they have an appropriate roller to deal with the damage.</p> <p><b>6.3 Parking on the village green</b> Wendy did put an article into the parish news. However, parking still continues and now the weather is getting wetter the surface is already getting muddy. We have been left with no alternative but to ask our solicitor to draw up a letter giving 30 days notice to stop the practice. If this still has no effect the parish council decided that a barrier of some kind will be placed in such a position as to prevent cars being driven onto the village green.</p>	<p>VW</p> <p>VW</p> <p>WT</p>
8	Reports from County Councillors	
	Cllr Jilly Jordan could not attend due to ill health but sent the following report:	

	<p>Soulbury High St. Reported to TfB in August and the status is as follows:</p> <p>The surface treatment of the High Street, Soulbury was carried out on 12<sup>th</sup> August by our approved supply chain partner Eurovia Surface Treatments EST as part of this years planned programme of Micro Surfacing. Seven sites in Great Horwood, Wingrave and Soulbury were treated before a national shortage of component materials curtailed the programme.</p> <p>Initial reports were received that the surface finish on Soulbury High Street was poor, and we have therefore initiated an inspection and further monitoring of this and other sites, most of which have been treated without adverse comment.</p> <p>This monitoring will continue through the Autumn and into the winter when the frosts have a habit of exposing any defective treatments. Please be assured that any defects that need to be rectified will be put right as part of next seasons programme by the supply chain partner under their sub contract at no additional cost to TfB.</p> <p>It is not uncommon for Micro Surfacing to be badly received by residents who might be expecting a full conventional re-surfacing package which unfortunately costs a great deal more.</p> <p>19/00443/CON3 Planning applications 18/04056/APP and 15/00658/APP Erection of stable block and agricultural barn with new vehicular access.Re: Enforcement ref: 19/00443/CON3 Jim Wilmot is the investigating officer on the above mentioned case. He plans to conduct a site visit next week, and will update you accordingly after the visit.</p>	
9	Parish Hall	
	<p>A new gas certificate is required by 1/11/21. Cllr Wright will approach a local company to do it.</p> <p>As part of her audit update Wendy raised the issue of accounting for the parish hall. At present the parish council accounts show the council pays for all the utilities. Any auditor worth his salt would see no entries for income derived from hall bookings and would have to ask where is all that money going. We, as a parish, know it goes into an account held solely for the parish hall but our accounts don't show that and would open us up to fraud questions. We also don't know the outgoings from this account. Wendy proposed that an income and expenditure spreadsheet be presented to the Parish Council at each parish council meeting so those transactions are recorded in the minutes. To that end she will approach the lady who deals with the finance for the hall. Wendy and the council agreed that it was fine for the practice to remain as it is easier for those receiving bookings for the hall to know the bookings have been paid for.</p>	<p>VW</p> <p>WT</p>
10	Millennium Green	
	<p>Community Payback teams have started again but only on Sundays at the moment.</p> <p>We need support for Firework Night both in terms of donations and physical help. Ropes and marquees need erecting on the Saturday morning. Cllr Darbyshire-Mackay will assist with fundraising/donations.</p> <p>Cllr Day raised the issue of a dog, off lead, getting into his field containing his stallion. It was eventually rounded up with no injury but this may not always be the case. He also noted that somebody was feeding his horse. A large pile of hay had been put in the corner of his field. The horse is plenty round enough and does not need anymore feed than he already gives it. He has moved his stallion for now. Wendy will put a relevant article in the parish news - also mentioning dogs off leads in fields of sheep.</p>	WT

11	Queen's Platinum Jubilee celebrations 2/6/2022	
	<p>This event covers 4 days - 2-5 June 2022. 2nd/3rd are bank holidays. Meeting was convened 14/10/21 to discuss this and events in the village during 2022. There is a full set of notes covering this so the detail is there. Essentially 2/6/22 will be the lighting of the beacon and 5/6/22 will be party time. The committee covering the event will propose what sort of partying will be enjoyed and sub-committees will be set up to ensure it all happens. We have, however, already ordered the loos as we felt these items would be the first to be ordered by all those celebrating. The SMG has already been asked if our marquees can be hired. As we need them we shall not be hiring anything to anyone.</p> <p>We do need a budget.</p> <p>We will obtain merchandise such as mugs and medals. We need to ascertain how many children there are in the parish to give medals to them.</p> <p>Cllr Day suggested planting a substantial Oak Tree on the village green to commemorate this occasion. Buckingham nurseries will be approached for a price.</p>	WT
12	Public participation	
	Lindsey Russell advised that she chased the planners about the Green Farm proposal and she did not have a lot to report. The Heritage Officer's report was made against incorrect information and she has been asked to put in a path for the residents of the scheme so they do not have to walk on the road before accessing paths to other areas of the village.	
13	Any other business	
	<p>Cllr Day observed that the area at the top of the village green is still getting damaged by the lorries accessing a large house. He asked what is planned for the area. Cllr Wright commented that the builders accessing the rear of the large house need to make good so he will visit the owner of the property to ensure it is reinstated. He will report back at the next PC meeting.</p> <p>Cllr Day reported that the hedging along pathways has grown significantly making it difficult to use said paths. Property owners need to be reminded that they need to ensure their hedges do not obstruct pathways. Parish news item.</p> <p>Cllr Rowe advised that she will be receiving the wreaths again and Cllr Wright agreed to place the village wreath on Remembrance Sunday.</p> <p>Cllr Wright advised that the SMG has purchased a bench for the SMG in remembrance of Liz Miller who died recently. It cost £355 + VAT. Cllr Cross will supply fixing pegs and cement will be bought. Cllr Wright proposed the parish council should pay for this element, seconded by Cllr Day and was unanimously agreed.</p>	<p>VW</p> <p>WT</p> <p>MC/VW</p>
13	Date of next meeting	
	The next meeting will be held on Monday, 15th November 2021 in Soulbury Parish Hall at 7:30 pm.	All

Distribution:  
All Councillors  
John Spires  
Wendy Taylor  
Parish website  
Parish noticeboard  
Parish News (a resume)