



# Soulbury Parish Council Buckinghamshire

## Minutes of the Parish Council Meeting 21 March 2022 at 7:30 pm

Those present: Cllr Victor Wright Chairman  
Cllr Alan Stevens  
Cllr Margaret Rowe  
Cllr John Day  
Cllr Nigel Kemal  
Wendy Taylor Parish Clerk  
4 members of the public

1	Apologies for absence	Action																																													
	Apologies received from Cllrs Darbyshire-Mackay, Cross and Jordan.																																														
2	Approval of minutes																																														
	Minutes of the meeting held on 21 February 2022 were approved and signed by Cllr Wright.																																														
3	Matters arising																																														
	None.																																														
4	Finance																																														
	<p>a) The following payments have been paid since the last meeting:</p> <table> <tr> <td>NPower</td><td>Street lighting</td><td>*£63.59</td></tr> <tr> <td>Eon</td><td>Parish Hall electricity</td><td>£13.70</td></tr> <tr> <td>FCC</td><td>Third Party Funding</td><td>£725.34</td></tr> <tr> <td>Friends of Soulbury Church</td><td>Mowing/upkeep of of church yard</td><td>£800.00</td></tr> <tr> <td>Parish News</td><td>Cost of full print run</td><td>£276.00</td></tr> </table> <p>*Because of NPower's accounting systems this payment was finally taken by DD on 8 March.</p> <p>b) Further payments to be made:</p> <table> <tr> <td>British Gas</td><td>Gas for parish hall</td><td>£29.73</td></tr> <tr> <td>Wendy Taylor</td><td>Refund of cost for STMP access</td><td>£45.59</td></tr> <tr> <td>Wendy Taylor</td><td>cPanel Backup for 2 years</td><td>£65.99</td></tr> <tr> <td>BALC</td><td>Membership - 2021</td><td>£151.06</td></tr> <tr> <td>BALC</td><td>Membership - 2022</td><td>£151.06</td></tr> <tr> <td>Heart &amp; Soulbury Gdns</td><td>Cut down and remove fallen tree</td><td>£87.50</td></tr> <tr> <td>CS Maintenance</td><td>Mowing village green &amp; SMG</td><td>£200.00</td></tr> <tr> <td>Enigma Landscape</td><td>Clearing hedges in children's play area</td><td>£200.00</td></tr> <tr> <td>Victor Wright</td><td>Battery for SID</td><td>£48.79</td></tr> <tr> <td>Victor Wright</td><td>Commemorative rulers</td><td>£218.40</td></tr> </table> <p>c) Internal and external audit for 2020/21 financial year. Cllr Wright has spoken to John Spire's family to retrieve all documentation relating to the Soulbury Parish Council as it is no longer legal for him to have it now Wendy Taylor has taken over.</p>	NPower	Street lighting	*£63.59	Eon	Parish Hall electricity	£13.70	FCC	Third Party Funding	£725.34	Friends of Soulbury Church	Mowing/upkeep of of church yard	£800.00	Parish News	Cost of full print run	£276.00	British Gas	Gas for parish hall	£29.73	Wendy Taylor	Refund of cost for STMP access	£45.59	Wendy Taylor	cPanel Backup for 2 years	£65.99	BALC	Membership - 2021	£151.06	BALC	Membership - 2022	£151.06	Heart & Soulbury Gdns	Cut down and remove fallen tree	£87.50	CS Maintenance	Mowing village green & SMG	£200.00	Enigma Landscape	Clearing hedges in children's play area	£200.00	Victor Wright	Battery for SID	£48.79	Victor Wright	Commemorative rulers	£218.40	VW
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	<p>d) Devolution Agreement Variation: There has been a slight increase in the payment we receive for devolution works of 3% which equates to a payment for 2022/23 of £1,395.77.</p> <p>e) After considerable work on the part of the Clerk, EON has adjusted the billing for the LED lights back to Nov 2020. Despite changing the lanterns to LED from sodium we were still being charged the sodium rate. The net effect of getting the billing correct back to this date has been a credit to our bank of £847.59. Since it has been incorrect back to Sept 2018 the Clerk is now working to get this element correct as well.</p> <p>f) Parish Councils are allowed to claim all VAT they have paid. The Clerk has established what is required to obtain this refund and will submit a claim at the year end (31 March). Up to Feb 2022 the claim is around £2,750.</p> <p>g) BALC: The membership has not been paid for 2021 despite their best efforts to get it. This means the Clerk will clear 2021 payment and also make the payment for 2022. However, she is still awaiting the invoice in order to have the account details.</p> <p>h) The bank balance as at 21 February 2022 is £51,032.85.</p> <p>i) Council agreed to the Clerk contacting DCK Payroll Solutions who will ensure she is correctly paid and taxed.</p> <p>j) GDPR regulations require that parish councillors and the Clerk should not be using personal email accounts for Council business so the Clerk will set up accounts for everyone using the @soulburyparish.co.uk set up with the website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5	Planning	
	<p>22/00531: 6a Mount Pleasant, Soulbury, LU7 0DB - application for single storey side extension and garage conversion. No objection.</p> <p>22/00702: Rushmere Visitor Centre, Bragenham Lane, Soulbury, LU7 0EB - Proposed canopy for the outdoor seating area. No objection.</p>	
6	Environment	
	<p><b>6.1 Childrens' Playground</b></p> <p>Works are due to commence around 1 April, 2022. However, in order to spend the S106 monies to which the parish is entitled another piece of equipment has been added - a roundabout and if ordered with present work planned will cost £2000 less than doing as an individual item. Therefore there will be an additional £3,153.90 to pay. It was unanimously agreed to go ahead with this additional purchase. Kompan will organise a RoSPA report when works are complete so the Clerk has cancelled Playsafety for this area so they will now only report on the Soulbury Millennium Green area. The play area will be closed for 4-6 weeks while these works are carried out and there will be more traffic movement so it was agreed to leaflet-drop Mount Pleasant to warn them of this</p> <p><b>6.2 Grass cutting</b></p> <p>First cut has been done on the village green and millennium green. CS Maintenance are continuing to be our contractor. Clerk suggested that a contract of works be drawn up and it was agreed that Cllr Wright and the Clerk would work on this.</p> <p><b>6.3 Churchyard grass cutting</b></p> <p>Tony Crack will continue to cut the area. However CS Maintenance was asked to quote. He will do the 'ride-on mower' areas at £60 a time but the strimming will be an additional cost.</p>	<p>Clerk</p> <p>Clerk/VW</p>

	<p>The payment of £800 was made and sent to Friends of Soulbury Church. It now appears that this account is for the maintenance of the fabric of the church which does not include the churchyard. Discussion still needs to occur on what we call this payment ie a donation in general or for maintenance of the churchyard specifically so it is placed in the correct account for such use. At the moment the routine for payment is in the Sept of the year so we have time to 'bottom' this out.</p>	All																											
7	Reports from County Councillor																												
	<p>Cllr Jilly Jordan was unable to attend. She will forward a report which will be added to the website.</p>																												
8	Parish Hall																												
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9	Millennium Green																												
	<p>Cllr Stevens asked for co-operation on the events to be held on the SMG. First is the Easter Egg hunt. This is now on the SMG as the Mount Pleasant play area will not be complete in time. Cakes need to be baked and a tea tent maintained for the afternoon.</p> <p>The Quiz night is next which is to be an inter-street quiz of general knowledge. There will be a BBQ and pay bar. A marquee will be erected in case of inclement weather. He wants teams for all the streets and areas in the parish. £5/person to include a free burger/hotdog, teams of 4.</p> <p>All the above will be put into the Parish News.</p> <p>No real problems on the SMG. Awaiting news on the return of community payback teams.</p>	Clerk																											
10	Queen's Platinum Jubilee celebrations																												
	<p>2/6/22: Beacon will be lit at 21:45. Sir Nicholas Bonsor has agreed to light it. Chris Bryant is supplying power, and a hose in case of problems with the beacon.</p> <p>5/6/22: will now take place between 13:00-18:00. Two singing acts have been booked.</p> <p>Considering using one of these events to plant a commemorative Oak.</p> <p>Cllr Wright has purchased mementos in the form of rulers displaying all the kings and queens of Britain from year dot to now. They will be given away to children, the rest will be sold thus offsetting their cost.</p>																												

11	Public participation	
	<p>Leaves by the fence of the children's play area on pavement opposite Laburnum Cottages very slippery. These will be cleared. Lindsey Russell was asked to see if it is possible to change the area to a brick wall thus tidying the area.</p> <p>New bin at 3 Locks is overflowing. Need to establish who arranged it so it is emptied regularly.</p> <p>Allotments: no news on installation of water meter. Cllr Wright will check with Jim Dawson. Cllr Kemal offered to assist as he has an allotment and will see Jim more often.</p> <p>Finger signpost on village green: Cllr Day having problems locating suitable repairer at a reasonable cost. Cllr Cross is on vacation so this will await his return. Council asked to include a finger showing the bridlepath route. Not a good idea for the signpost but present signs need repair. Cllr Wright will contact Matt Wincup of Highways re delapidated state of current signage.</p>	<p>Clerk</p> <p>VW/NK</p> <p>JD/MC</p> <p>VW</p>
12	Any other business	
	<p>Discussion took place on how the parish should support the Ukrainian people. Seems medical supplies are most needed so monies collected will go the the Red Cross Ukrainian appeal as they are set up to ensure the money goes to the right place. Note to go into Parish News.</p>	Clerk
13	Date of next meeting	
	The next meeting will be held on Tuesday, 19th April 2022 in Soulbury Parish Hall at 7:30 pm.	All

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