

## QUANTON PARISH COUNCIL

### Minutes of the ordinary meeting of the Council held at the Memorial Hall on 12th March 2020

#### **Present:**

Councillors: Arthur Evans (chairman), Nick Heirons, John Knox, Michelle Thompson, Claire Lucas, Brian Fludgate (clerk).

Members of the public - 3

#### **1. Chairman's Introduction**

The chairman welcomed all to the meeting.

#### **2. Apologies for Absence**

**RESOLVED c/2020/08 to accept apologies from County Cllr Janet Blake, District Cllr Scott Raven, Cllr Malcolm Wearn, Cllr Nick Butler**

#### **3. Declarations of Interests**

There were no declarations of interest.

#### **4. Approval of Minutes**

The minutes of the previous meeting had been circulated prior to the meeting, and duly signed by the chairman as a true and accurate record.

**RESOLVED c/2020/09 to approve the minutes of the meeting held on 13th February 2020**

#### **5. Public Forum and Correspondence**

5.1 There were no matters raised in the time allowed for the Public Forum.

##### **5.2. Correspondence**

- Request from the British Legion to erect a gazebo on The Green Sunday 15th March to collect donations of gardening equipment, which was agreed.
- Email from the owner of the Village Store to erect a sign on The Green. It was decided this would be a matter for ratification by School Lands Charity and subject to further details being provided regarding size and location.

#### **6. Reported Matters Outstanding**

##### **6.1 The Green Project**

A letter is to be sent to residents affected by the proposed grass reclamation works. This will result in the loss of parking on The Green itself, and it was agreed not to delay the project any further by delivering the letters as soon as possible.

##### **6.2 HS2**

The Notice to Proceed has yet to be signed off by the government and pressure groups such as those at Steeple Claydon continue to lobby for enabling works to be stopped or suspended.

Cllr Knox met with the Southern Gas Networks project manager on 10th March regarding the diversion of the high pressure gas pipeline on Quanton Road/Station Road and circulated a report.

Cllr Knox had drafted a message to Greg Smith MP highlighting the harming effect of both HS2 and utilities works to be sent by week ending 20th March.

#### **7. County and District Matters**

7.1 No matters raised or reported by the councillors. Due to the new Buckinghamshire Council coming into effect on 1st April 2020, there will be no more Local Area Forum meetings.

Chairman's initials:

Date:

7.2 The Oxford to Cambridge Expressway has been 'paused' according to the Department of Transport.

## **8. Planning Matters**

### **8.1 Ref. 20/00640/ALB Loft conversion, rear rooflights, gable window and internal works – The Old Farm House 17 Station Road**

It was agreed there were no objections to the application and it was for the heritage authorities to determine the application.

### **8.2 Ref. 20/00087/APP Variations to permission Ref. 15/04276/APP – Land between 62 and 96 Station Road**

The applicant had indicated changes to internal walls/windows, garage and car parking spaces but still awaiting the revised plans to be submitted for evaluation.

### **8.3 18/02008/AOP Outline application for 2 two storey detached dwellings – 159 Station Road**

The parish council recorded its frustration at the delay by AVDC Development Management to resolve the issues surrounding this application, and the lack of response from the chair of the Development Management Committee.

### **8.4 Modifications to the Quainton Neighbourhood Development Plan (QNP)**

The QNP steering group in conjunction with AVDC Forward Plans has produced the final pre- submission version of the plan, and copies were provided to the councillors.

Next steps are to enter a 6 week public consultation period. The consultation will publicise:

- The Pre-submission Plan Modification Statement - why we are modifying the plan
- A Modification Proposal - what are the modifications.

This is a regulatory requirement and once the consultation period ends, the plan may be submitted to AVDC for independent examination along with a Consultation Statement as to how the consultation exercise was conducted, and its results. The plan will be then known as the Modified Neighbourhood Plan.

**RESOLVED c/2020/10 to enter into public consultation regarding modifications to the QNDP. The consultation period shall be from 2nd April to 15th May 2020**

## **9. Clerks Report**

### **9.1 Upcoming dates and deadlines**

- Green Future Heart of Bucks event – AVDC offices 12th March. Cllr Heirons provided a brief on the event (see also 9.5).
- Election briefing for clerks – AVDC offices 16th March
- New council planning briefing – AVDC offices 17th March

### **9.2 Coronavirus Covid-19**

The clerk provided a brief on matters related to the outbreak which may need consideration:

Suspension of Council Meetings – The parish council is not legally bound to hold monthly meetings only an annual meeting and 3 others during the year. Therefore, monthly meetings can be deferred if necessary, or prohibit the public from attending. The options are to suspend Standing Orders or go quorate, so a minimum of people need to meet to conduct council business. Have a back-up plan should be in place in case most councillors are not available including the clerk.

Current BMKALC advice is it is not possible to substitute on line meetings or teleconferencing. Any decisions made in this way would be ultra vires and not binding, and the public would have grounds for complaint or legal challenge. It is possible should there be a move to subsequent phases of lock down, the government will issue emergency legislation to permit alternative ways for the safe and efficient delivery of local government events

Events – Postpone gatherings such as QuaintFest and VE Day 75. This may be imposed depending on the level and timing of government directives.

Emergency Plan – A need to invoke the plan and identify volunteers to support those who are self-isolated or quarantined to deliver food, supplies and prescriptions.

Chairman's initials:

Date:

### 9.3 Elections - 7th May 2020

The clerk provided a timetable of key events including:

- Publication of notice of election – no later than 31st March
- Delivery of nomination papers to AVDC Electoral Services – no later than 4pm on 8th April
- Publication of statement of persons nominated – no later than 4pm on 9th April

Clerks are due to receive nomination papers by the middle of March.

### 9.4 Playing Field Ditching

Bucks Rights of Way team have advised the ditch which borders the playing field and Trail Flatt Farm needs to be dug out to alleviate flooding of footpath QUA22.

9.5 The estimate to clear the ditch on the southern border is £950. The clerk is investigating the ownership of the boundary and the ditch, however it may be practical for the work to be carried out regardless of ownership issues. Cllr Heirons suggested approaching Heart of Bucks for a grant under the criteria the works will improve the environment and a public space.

### 9.6 VE Day 75 – 8 May 2020

It is planned to continue to advertise the event, but participants will be advised not to commit to any contractual arrangements or major expenditure in case of postponement or cancellation. AVDC have provided a grant of £100 towards parish council costs for the event.

## 10. Finance

10.1 The March finance report had been previously circulated for review.

| 10.2 Payments pending previously circulated | 10.3 Receipts reported                   |
|---|--|
| £ 25.99 – Print cartridges                  | £ 3.36 – Bank interest (reserve account) |
| £ 1.76 – Allotment water supply (March)     | £ 2000.00 – AVDC NHB grant (SID)         |
| £ 3349.15 – Clerks net salary (Feb)         | £ 125.00 – Insurance excess refund       |
| £ 232.80 – HMRC PAYE (Feb)                  | £ 14.00 – Allotment rent                 |
| £ 900.00 – NP design artwork                |  |
| £ 48.80 – Streetlight supply (Feb)          |  |
| £ 60.00 – BMERC report                      |  |
| £ 18.00 – QMH room booking                  |  |

**RESOLVED c/2020/11 to approve the payments pending as recorded.**

### 10.4 Bank Reconciliation (£)

|                                       |                 |                          |                 |
|---------------------------------------|-----------------|--------------------------|-----------------|
| Brought forward 2018/19               | 26636.56        | Reserve account          | 21927.57        |
| Receipts to date                      | 42847.78        | Current account          | 14334.22        |
| total                                 | <b>69484.34</b> | total                    | <b>36261.79</b> |
| Less payments to date                 | 33222.55        | Plus received not banked | nil             |
| <b>Bank balance at 5th March 2020</b> | <b>36261.79</b> |                          | <b>36261.79</b> |

### 10.5 Other Finance matters

- Cllr Knox had circulated the cost and product option for the Speed Indicator Device (SID), and it was agreed to order Gen5-Smart unit from Traffic Technology at a cost of £ 3193.00 plus vat.

Chairman's initials:

Date:

- The clerk had provided 3 cost quotes from contractors regarding play area inspection and maintenance packages. It was agreed to opt for an annual inspection regime from Reids Playgrounds at a cost of £140.00 per operational inspection with a view to increasing the number of inspections per year. The current PlaySafety Ltd annual inspection to continue but only for the skatepark.
- Request received from the Citizens Advice Bureau Aylesbury to resume an annual donation. CAB had advised 32 residents of Quainton were given advice during the past year. It was agreed to make an annual donation of £100.
- It was agreed to set aside funds for more stone scalplings for the path leading to the tennis courts at the recreation ground.

## **11. Recreational Facilities**

### **11.1 Recreational Report**

The monthly recreational report had previously been circulated by Cllr Lucas covering the condition of facilities at the sports ground and playground. To agree when to plant 2 new plant trees at White Hart Field and remove broken fencing. Up to 6 saplings to be planted at the recreation ground.

11.2 Request from Quainton Football Club for repairs to (a) felt on the header tank at the pavilion which has blown off and (b) Cement on one of the man hole covers has broken. The sport committee will agree scope of works and cost.

## **12. Transport and Infrastructure**

### **12.1 Outstanding TfB works**

- Still awaiting a date for the gully jetting at various points in the village. The Willows, The Strand and Station Road remain the priorities.
- Leak on Station Rd/A41 – water still on road due to blocked ditches.

### **12.2 Outstanding Thames Water works:**

- 48-52 Station Road burst - remedial works to clear ditches still required after leak.
- Leak on Carters Lane – still awaiting resolution.
- Impending mains pipe work on Station Road which will include a road closure.
- Cllr Know is continuing discussions with the CEO's office regarding the re-instatement of the grass area at the bottom of The Green.

### **12.3 Other works**

- The replacement streetlight at Pigott Orchard is now in working order.
- Cllr Evans praised the reports being produced by Bucks CC regarding the construction of a new roundabout at the Westcott venture Park.
- Cllr Evans is still calling for litter picker volunteers and will require new picker equipment to be ordered.

## **13. Further Public Comment – Informatives**

There were no further public comments recorded.

## **14. Business for next meeting**

The next meeting will be the annual meeting of the parish.

Being no further business, the chairman declared the meeting closed at 9.35pm.

### **Date of Next Meeting**

The next meeting which will include the Annual Meeting of the Parish to be held on **Thursday 9th April 2020 at 7.30pm** in the conference room at the **Memorial Hall Station Road Quainton**.

Chairman's initials:

Date: