

# MAIDS MORETON PARISH COUNCIL

Clerk to the Council – Jacky Dale-Evans  
Serendipity, Main Street, Maids Moreton, Bucks, MK18 1QS  
Tel: 01280 814483 Email: [maidsmoretonclerk@gmail.com](mailto:maidsmoretonclerk@gmail.com)  
[www.bucksvoice.net/maids-moreton-parish-council/](http://www.bucksvoice.net/maids-moreton-parish-council/)

## MINUTES of the meeting of the parish council held on Tuesday 12<sup>th</sup> November 2019 at 7.30pm in Maids Moreton Village Hall.

**Present:** Cllrs M Byrne (chairman), P Hardcastle, J Withnell, Carolyn Cumming, Ausra Mohandras, Graham Maw

**Clerk:** Jacky Dale-Evans

**Members of the Public:** 12

### AGENDA

158)/19 **Apologies for absence.** Carolyn McCall.

159)/19 **Public Open Forum 1: Members of the public are invited to bring matters to the attention of the council. Please note that only items on this agenda can be discussed and agreed at this meeting.**

No-one wished to speak, the chairman declared that he would close the meeting before the planning applications for members of the public to speak.

160)/19 **Members' Interests: Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda, as required by the Maids Moreton Parish Council Code of Conduct for Members and by the Localism Act 2011.**

None declared.

161)/19 **Approval of minutes:** To agree the minutes from the Parish Council Meeting held in the Maids Moreton Village Hall on 2<sup>nd</sup> October 2019.

The minutes were agreed and signed.

#### a) **Notes on actions:**

- i) 144/19 b invoices were paid.
- ii) 144/19 d JW agreed to put together a draft budget for consideration by the councillors.
- iii) 144/19 e bank mandate now complete. Waiting for Lloyds to confirm changes.
- iv) 144/19 f John Marshall has been contacted and agreed to act as our auditor.
- v) 146/19 all comments were registered with AVDC planning.
- vi) 147/19 No meeting has yet been agreed.
- vii) 149/19 MailChimp – this is set up and the 1<sup>st</sup> email has been sent out.
- viii) 150/19 Standing Orders were amended and thank you emails were sent.
- ix) 152/19 No comments were received.
- x) 153/19 DK Childcare are no longer interested in these facilities.
- xi) 154/19 JDE and CM have agreed to meet when CM is available.
- xii) 155/19 councillors were sent the agenda in advance and additional points were included.

All notes on actions were discussed and noted.

162)/19 **Co-option of a Parish Councillor** – There having been no request for an election to fill the current vacancy, members are now required to approve the co-option of one Parish Councillor to fill this vacancy.

It was resolved to co-opt Graham Maw onto the council. He will formally sign the declaration of acceptance of office before the clerk (before the next meeting) and submit his register of interests.

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### Finance and Accounts

- a) To agree financial statements of accounts and bank reconciliations for the end August/September 2019. 2<sup>nd</sup> half of the 2019/20 precept has been received.

Agreed

- b) To review and act on invoices received and bank payments to be made in November 2019. See additional information.

Invoices and quotes were agreed. There are 3 outstanding invoices that were missed off the agenda. These are:

Jacky Dale-Evans	Wages for September	£375.92
	Expenses for September	£69.96
	Wages for October	£369.15
	Expenses for October	£134.00
	<b>Total</b>	<b>£949.03</b>

BMKALK Training for Ruth Millard in July 2019 £41.55

Cathy Knott Payment for mentoring Clerk £200.80

Action – JDE to email these invoice requests to all councillors for approval of payment ASAP.

- c) To discuss the budget/precept for 2020.

JW lead a discussion on last years budget in relation to how it relates to next years budget. It was agreed that there are known budget items missing from this budget.

#### Actions

- i. JDE to investigate the 2019/20 budget in relation to the precept that was agreed.
- ii. JDE to investigate the budget figures for devolved services in relation to they tally with the cost of devolved services.
- iii. JW and JDE to meet to put a proposal together for discussion at December parish council meeting.

- d) Bills from SSE were incorrect. This has been investigated and historically we have been charged at £0 per unit. This has now been corrected and new bills have been issued. Payment by DD will be £3,793.38 on or after 11 Nov 2019. I still have a query as 1 set of invoices are still showing 0 units. To be investigated further.

Noted.

Action – JDE to investigate further the SSE bills and any discrepancies.

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### Bank Balances

	Treasurers Account	Bus Bank Instant
Opening Balance 30/08/19	£18,765.95	£18,345.63
Paid In	£15,220.00	£0.78
Paid Out	£188.20	£0.00
Closing Balance 26/09/19	£33,797.75	£18,346.41

Bank balances were noted.

Action – JDE to investigate what our reserves are held for in relation to agreed projects and to include this in the bank balances section for future meetings.

163)/19 **Planning:** to discuss and agree comments on the following planning applications:

Application Number	Details	Outcome
<b>19/02912/APP</b>	Foscote Hill Farm relocation of farm business to include temporary residential accommodation for a period of five years and construction of agricultural buildings.	The meeting was closed for public comment. No comments were made. The meeting was re-opened.  Cllr Hardcastle proposed to put forward comments as well as request further information from the applicant.
<b>19/03569/APP</b>	Meadow Bank barn conversion and extension to form separate residential dwelling.	The meeting was closed for public comment. Alan and Rachel Cooper spoke against the proposal. Emma and Steve Tysom answered questions in support of their application. The meeting reopened.  Councillors discussed their concerns over the proposed car parking and density of housing proposed on the plot together with agreed planning application 18/02122/AOP.  It was agreed to OBJECT to this proposal and it was agreed that a representative of the council would attend the planning committee meeting if it were to be discussed there.
<b>18/01385/AOP</b>	Possible update from Scotts Farm Close	It was noted that Akeley PC have lodged an objection to the use of the A413 from A43 as the access route for heavy development traffic for the Walnut Drive site, which could also make use of the Scott's Farm Close land for final site access. This emphasises the difficulties of site access for the construction traffic for 16/00151/AOP if and when it goes ahead.  <b>Action - JDE to chase up a reply to our letter to AVDC regarding S106 money for the Walnut Drive application.</b>
<b>16/00151/AOP</b>	Update from the Action Group and any other information regarding the Walnut Drive Planning Application.	

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Application Number	Details	Outcome
	Feedback from North Bucks Planning Consortium.	There is a meeting on the 27/11 of the North Bucks Planning Consortium where a co-ordinated response to AVDC Local Plan will be discussed.  Action – PH, CC and GM will work on a formal response from Maids Moreton Parish Council to the AVDC Local Plan to be submitted to AVDC by 17/12/19.

164)/19 **Mid Year Audit: To agree a half year review with John Marshall, the new auditor, to ensure MMPC policies and procedures are compliant and to give JDE advice on how to ensure the annual audit is compliant. Cost £75 including travel.**

Agreed.

Action – JDE to contact John Marshall to arrange the half year audit.

165)/19 **Clerk Contract: to confirm the new clerk’s contract of employment and to agree an allowance of £5 per week for use of house and electronic equipment (Computer and Printer). Consumables to be charged for as needed.**

Agreed.

166)/19 **Clerk Payroll: to confirm the use of Barbara Osborne as the new Payroll Clerk to ensure transparency in payroll calculations. Barbara is a very experienced bookkeeper, specialising in payroll and is an expert in all things relating to HMRC. She will ensure we are compliant with all with relevant legislation. Cost £21.50 per month payable quarterly.**

Agreed

167)/19 **Councillor Responsibilities and Skills Audit: To discuss the completion of a Councillor Skills Audit. To then agree to analyse the skills audit and to distribute agreed areas of responsibility equally between the councillors once completed. To use this information in future recruitment, training and allocation of responsibilities within the parish council and in the Action Plan.**

It was agreed that JDE would email a skills audit to all councillors for completion.

Action – JDE to create and email skills audit to all councillors for completion.

168)/19 **Maids Moreton Parish Action Plan: To review and update this plan at every meeting. Action plan yet to be agreed by councillors – to agree a time convenient to all for a meeting to agree to action points and responsibilities on the plan.**

It was agreed to meet in Villiers to discuss the proposed action plan in detail and use the skills audit to help with the allocation of tasks.

Action – MB to email all councillors and agree a date for the meeting

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**169)/19 To provide an update on the village email system: Mail Chimp**

The subscription link is now available on the maids-moreton.co.uk website and has been posted on Facebook. We now have 20 subscribers. A contact sheet was distributed to all members of the public to sign if they wished to be included in future correspondence sent through MailChimp.

**170)/19 Play Area: To provide an update regarding WREN application.**

JDE and CW were to meet. However, they have yet to agree a date and time.

Action – JDE To chase CM to agree a meeting date. PH has offered to help JDE if CM is unable to find time to do this.

**171)/19 To Agree Additional Grass cutting: VAHT are no longer cutting grass verges and have sent maps over for our parish for consent to add these to our current grass cutting commitments. There will be an extra amount included in our devolved budget payment to cover the cost of this at £ 0.05074/m<sup>2</sup> - total additional amount £17.00. Map attached.**

Agreed.

Action – JDE to investigate how much devolved services budget we get for grass cutting.

**172)/19 Elmer's Charity: information update from PH to include Heart of Bucks Community Foundation for Bucks**

PH attending the last meeting. He is looking for another councillor to take on this role if anyone has the time and interest. Time commitment would be 4 meetings a year usually held in the afternoon.

PH reported that historically Maids Moreton have not spent much time advertising the grants available through this charity.

It was agreed that the charity's grants would be highlighted via different methods to different community organisations in the village including.

Action – JDE to promote the existence of Elmer's Charity throughout the village. Councillors to speak to PH if they feel they would like to take over this responsibility.

**173)/19 Neighbourhood Plan: grant has been approved. Update, report on progress and agree forward plans.**

There is a neighbourhood plan meeting with the new neighbourhood plan adviser, Dave Chetwyn, on 19<sup>th</sup> November. GM is working on an action plan for the neighbourhood plan.

**174)/19 Dogs on Playing Field: to discuss several complaints regarding the use of the playing field for off lead walking of dogs.**

There are still dogs being walked on the playing fields. Signs were purchased, but it is unclear if these have been erected.

The meeting was closed. Residents were asked their opinion on how we ensure dogs are not walked off lead around the rugby pitches for health and safety reasons. A discussion regarding several options took place. The meeting was re-opened.

A possible fenced or hedged dog walking area along the side of the paved path was discussed.

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Action - JDE to ask Cathy Knott and other clerks what happens in their parishes and how they deal with this issue. JDE to check if new signs were erected.

### 175)/19 **Storage of Parish Council Historic Papers: to discuss storage of archived papers and documents possibly in the village hall loft.**

It was agreed that storing archived papers in a public loft at the village hall was not compliant with GDPR policies.

Action - JDE to investigate secure storage of documents at the cricket pavilion.

### 176)/19 **To Discuss Meeting Dates for Sub-Committee Meetings: It was suggested we have an agreed meeting schedule for all subcommittee meetings so that everyone is aware of the when these happen, so they can be put on the agenda for reporting on as appropriate.**

It was agreed to review when sub committees and working group meetings took place.

Action – JDE to co-ordinate a timetable of meetings as they take place for future reference.

### 177)/19 **To agree the set up and use of a closed MMPC Facebook & Twitter Accounts: to be used for advertising the actions and meetings of the MMPC as well as community events, mailchimp signup and other communications as needed.**

A closed Facebook page for communication purposes was agreed. A Twitter account was discussed but was thought not to be useful at the current time.

Action – JDE to create and maintain a closed Facebook page for Maids Moreton Parish Council.

### 178)/19 **Villagers' Questions**

#### a) **Dave Raynor would like to know if we can find somewhere for a Scope clothing bin.**

This idea was discussed, and it was felt not to be appropriate to Maids Moreton village as there were plenty of clothing bins in the local area.

Action – JDE to email Dave Raynor.

#### b) **David Hobbs would like to know if we can find somewhere for a bench in honour of his mother, Jean Hobbs, who lived in Glebe Close in Maids Moreton. He has suggested near the playground.**

This idea was discussed, and it was agreed to offer David Hobbs the opportunity to place a commemorative bench outside the children's play area next to the storage containers on the newly reclaimed grassy area. The bench would need be recycled plastic to minimise future maintenance costs for the parish council. Siting costs would also be the responsibility of David Hobbs.

Action – JDE to contact David Hobbs to see if this is of interest to him.

### 179)/19 **Councillors Open Forum: Councillors to bring items forward for the next agenda.**

#### a) **CC highlighted that the parish council get a vast number of information emails and these are emailed round to all councillors. Some of these are very useful whilst some are just marketing or circulars. A discussion took place on the merit of some of this information.**

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Action - all councillors to monitor their emails and send a message to all councillors and the clerk if they feel that a message or email subscription is no longer useful. JDE to collate and unsubscribe from any emails that are considered junk.

- b) The ownership and maintenance of the storage containers was brought to the attention of the councillors by JDE.

Action – JDE to put containers onto the December agenda.

180)/19 **Public Open Forum: members of the public may make further comments and suggestions for agenda items for the next meeting having heard the discussions at this meeting.**

- a) Information was requested regarding the ownership and maintenance of the fencing around the green on Church Close. This was discussed and nobody is clear on this matter although it is thought to be the responsibility of AVHT.

Action - JDE to investigate and report back at the December meeting.

- b) Several residents commented on the state of some of the privately-owned hedges in the village and how they are obscuring footpaths and road vision.

Action - MB and PH to walk the village and post letters to homeowners where it is deemed necessary.

181)/19 **Date, time and venue of the next meeting:** The next meeting will be held on December 4<sup>th</sup> at 7.30pm at Maids Moreton Village Hall.

The meeting closed at 9.30pm

Jacky Dale-Evans

Clerk to Maids Moreton Parish Council

**Please note this is a public meeting and you may be filmed, recorded or published.**

**Members of the public: if you would like to see any of the attachments please contact the clerk at [maidsmoretonclerk@gmail.com](mailto:maidsmoretonclerk@gmail.com)**

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### Additional Information

#### Invoices

Date	Details	Amount
18/2/19	Foxlowe Arts Centre	£1500.00
7/3/19	Foxlowe Arts Centre	£900.00
13/7/19	CJM Fencing for Scout Hut – partially completed work, need more wood. Pay on completion.	£900.00
27/8/19	Chapman Planning	£595.00
21/8/19	GM Outdoor Services – play area & playing field	£90.00
2/9/19	GM Outdoor Services – verges	£185.00
3/9/19	GM Outdoor Services – play area & playing field	£90.00
20/9/19	GM Outdoor Services – clear playing field & opposite the church	£50.00
1/10	Aylesbury Mains	£87.72
4/10/19	GM Outdoor Services – verges	£185.00
4/10/19	GM Outdoor Services – play area & playing field	£90.00
17/10/19	<i>TO: Buckingham &amp; Stowe Running Club for their event at Scout Hut Invoice 0001/19</i>	<i>£150.00</i>
29/10/19	GM Outdoor Services - verges	<i>£185.00</i>

#### Quotes for approval

Date	Details	Amount
22/7/19	GM Outdoor Services - Hall Close footpath Clearance	£45.00
22/7/19	GM Outdoor Services – Footpath by the vets as previously cleared	£60.00
22/7/19	GM Outdoor Services – Hedge trim down 2 <sup>nd</sup> park entrance including waste removal	£160.00
22/7/19	GM Outdoor Services – Clear behind the scout hut	£68.00
22/7/19	GM Outdoor Services – Clear behind the cricket pavilion	£600.00