

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
www.bucksvoice.net/maids-moreton-parish-council/

MINUTES of the meeting of the parish council held on Wednesday 5th February 2020 at 7.30pm in Maids Moreton Village Hall.

Present: Cllrs M Byrne (chairman), P Hardcastle, J Withnell, A. Mohandas, C Cumming

Clerk: Jacky Dale-Evans **Members of the Public:** 4

11/20 To receive apologies for absence and welcome.

G Maw sent his apologies

12/20 **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.

None

13/20 **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

14/20 **Approval of minutes:** To agree the minutes from the Parish Council Meeting held in the Maids Moreton Village Hall on 15th January 2020.

Approved.

15/20 **Finance and Accounts**

- a) To review and act on invoices, quotes and grant applications received and bank payments to be made from January 2020. See additional information.

All items were approved and noted.

- b) To agree the bank reconciliation July to December 2019.

Agreed.

- c) To discuss and resolve an appropriate course of action regarding anomalies in previous accounting and bank statements from July/August 2019.

JDE has sent an email and will continue to investigate. JDE to report back at March meeting.

- d) **To agree rent for 2020/21**

- i) Cricket Club £150 rent for 2019/20. **Agreed £150 for 2020/21.**
- ii) Rugby Club £1470 rent + £200 electricity for 2019/20. **Agreed £1479 +£200 for 2020/21.**
- iii) Scouts £1000 rent for 2019/20. **Agreed £1000 for 2020/21.**

JDE to issue invoices as appropriate.

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16/20 **Bank Balances – Noted.** It was requested that a transfer column was incorporated into the information presented each month.

	Treasurers Account (Current)	Business Bank Instant (Savings)
Opening Balance 1/12/20	£25,569.94	£18,348.69
Paid In	£2,843.13	£0.78
Paid Out	£1,759.53	£2,843.13
Closing Balance	£26,653.54	£15,506.34
Reserves	Playground/Playing Field	£8,010.34
	Election	£2,500.00
	NP Grant	£4,996.00
Total Reserves		£15,506.34

17/20 **Planning**

- a) **Planning – New.** The meeting was closed to give those present the opportunity to speak on any planning applications being discussed. No comments were made. The meeting was re-opened.

Comments were posted onto AVDC Planning portal as agreed.

Application Number	Details	Progress
20/00242/APP	<p>1 Church Close Maids Moreton Buckinghamshire MK18 1QG</p> <p>Demolition of existing porch and erection of a single storey front extension (Retrospective).</p> <p>The retrospective planning application was discussed, and it was agreed the following comments would be made.</p> <p><i>Had an application for this work been made before the extension was constructed, as is the preferred route, it would have had the support of MMPC. Consequently, provided all work has been done in accordance with relevant building regulations, we have no objection to it being given retrospective approval.</i></p> <p><i>The Councillors would like to emphasise that retrospective planning permission is not their preferred route for making decisions on planning applications.</i></p>	New
19/A0659/DIS	<p>Upper Farm Towcester Road Maids Moreton Buckinghamshire MK18 1RD</p> <p>Submission of details pursuant to Condition 5 (Written Scheme of Investigation) relating to Listed Building Consent 19/00659/ALB</p> <p>The planning details were discussed, and it was agreed the following comments would be made.</p>	New

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	<p><i>MMPC welcomes the willingness of the applicant to undertake this work, which will deliver information on an historic building of considerable public interest.</i></p> <p><i>We support this application.</i></p>	
20/00047/APP	<p>1 Fayrefield Towcester Road Maids Moreton Buckinghamshire MK18 1RD</p> <p>Proposed garage conversion, construction of new attached garage to side and single storey rear extension</p> <p>The planning application was discussed, and it was agreed the following comments would be made.</p> <p><i>This proposal would add a relatively small area to the current footprint and would not materially alter the roofline; it would have little visual impact as it is well-screened by trees and to the south east, it would be viewed against the houses along Duck Lake.</i></p> <p><i>The one negative point is that the proposed rear extension, which is a narrow, outdoor store with access from both ends, is proposed to come to within 25cm of the fence line; the fence runs along a public footpath. If built according to the plans, there would be a strip of land 7.5m long and only 25cm wide between the store wall and the 2m high fence. This would be a centre for weed-growth that could not easily be controlled and could be invasive into the footpath. It should either be made wide enough to allow access for weed control or the outer wall of the store moved closer to the footpath and the fence eliminated along the length of the store.</i></p> <p><i>Provided this is done, MMPC has no objection to the application.</i></p>	New

b) Planning – Long Term

18/01385/AOP	<p>Possible update from Land at Scotts Farm Close</p> <p>The S106 Sports and Leisure payment for this development is £57,744. MMPC has requested this be allocated for:</p> <p><i>Improvements and/or refurbishments to equipped play provision at the Playing Fields at Avenue Road, Maids Moreton, together with internal and external improvements and upgrades to the Scout Hut and Cricket Pavilion situated at the Playing Fields in Maids Moreton.</i></p>	Information.
16/00151/AOP	<p>Possible update from the Action Group and any other information regarding the Land off Walnut Drive Planning Application.</p> <p>We are still awaiting the finalised S106. It is disappointing that the request for the village-wide 20mph speed limit has been rejected, especially given that BCC Highways, Fire and Rescue and Thames Valley Police have been pushing out information on the significant negative impacts of speeding.</p>	Information.

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c) Planning – Existing

Application Number	Details	Progress
19/02483/APP 19/00088/FTHA	65 Manor Park Maids Moreton Buckinghamshire MK18 1RB Two storey side and single storey rear extensions with new front and side boundary wall. <i>Original Comment – No Objection</i> <i>This appeal has been dismissed by the Inspector.</i>	Appeal dismissed.
19/04236/APP	Porte Bonheur Duck Lake Maids Moreton Buckinghamshire MK18 1RF Demolition of garage and erection of two storey side extension and two storey front extension. <i>Commented – Objection</i>	Awaiting decision.

d) Planning – Decided – these decisions were noted.

19/03992/APP	Greenbank Duck Lake Maids Moreton Buckinghamshire MK18 1RF <i>Outdoor covered area</i> <i>Now approved. No further action needed.</i>	Approved.
19/04147/APP	8 Glebe Close Maids Moreton Buckinghamshire MK18 1RW <i>Single storey front extension</i> <i>Now Approved. No further action needed.</i>	Approved.
19/02912/APP	Foscote Hill Farm relocation of farm business to include temporary residential accommodation for a period of five years and construction of agricultural buildings. <i>Now Approved. No further action needed.</i>	Approved
19/03569/APP	Meadow Bank barn conversion and extension to form separate residential dwelling. <i>Now Refused. No further action needed.</i>	Refused.

18/20 **Neighbourhood Plan Update:** to discuss and updates on the development of the Maids Moreton Neighbourhood Plan. To include a discussion on a Community Right to Bid.

- a) **The outline Neighbourhood Plan has been received from Dave Chetwin and the different aspects of this plan have been allocated to those on the Neighbourhood Plan group for review.**
- b) **The opportunity of taking out a Community Right to Bid on the land at Scott’s Lane was discussed. It was agreed that JDE would investigate this further and make an application on behalf of the Parish Council.**

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JDE to submit an application as appropriate.

19/20 **S106** – to discuss the letter regarding S106 received from Sue Pilcher from AVDC

We are awaiting further information from AVDC. Once this information is received MB would like to set up a group of interested parties to discuss the use of S106 monies.

MB to set up S106 group when required.

20/20 **Traffic Survey** – to discuss the results of recent traffic surveys completed in November and December 2019.

PH presented his report on 2 traffic surveys carried out during November and December 2019 with Jane Wood. The findings of these reports were discussed, and it was agreed that Akeley Wood Senior School traffic was having a negative impact on village traffic in the morning. There was a 40% reduction in traffic through Main Street when schools had closed for the Christmas school holidays.

PH to draft a letter to be sent to the school asking for a coordinated approach to alleviate congestion through Main Street in Maids Moreton. JDE to send this letter to Akeley Wood Senior School on behalf of Maids Morton Parish Council.

21/20 **To agree Play Around the Parishes booking: 18/8/2020** in the morning for 2 hours with sports – cost £462.00.

Agreed. AM suggested that this would be an opportunity to put on a village community event for all, not just children.

To be discussed at March meeting.

22/20 **Maids Moreton Parish Action Plan:** To agree a date and time for an Action Plan meeting. Skills Audit still required from AM.

JDE highlighted that whilst this Action Plan was not yet fully functional, there were already several areas where actions from the proposed plan had already been successfully completed.

MB to organise an Action Plan Meeting during Feb/March 2020.

23/20 **To discuss and agree action points from the Maids Moreton Parish Council In Year Audit report from John Marshall.**

- i) **The new NALC 2019 model templates for both the Financial Regulations and the Standing Orders will be incorporated into the agreed parameters for Maids Moreton Parish Council. These amended documents to be discussed and approved at the next meeting in March. JDE to complete the draft documents.**
- ii) **JW was appointed as the councillor responsible for Internal Audit. JW and JDE to arrange internal audit meetings 4 times a year. JDE to investigate a template for a written procedure for internal controls and present this at the next meeting in March.**
- iii) **Deferment of financial items are not a regular occurrence and will be avoided where possible.**

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- iv) A VAT refund was received on 8/2/2019 for £3635.83. No other evidence could be found of any further VAT refund claims being made. JDE to collect current information required and submit a VAT refund claim to HMRC.
- v) The current system of receipts and payments will be used until the end of the financial year. JDE and JW to create a simpler system for recording financial information.
- vi) A new website was agreed and TEEC Ltd are the chosen supplier. This website will be compliant with all current regulations.
- vii) JDE will read information and standards that are relevant to achieving the required standards set out on the AGAR and will work towards achieving those standards. JDE to inform councillors of any concerns at the earliest opportunity.
- viii) All councillors agreed the role of the Proper Officer as the legal representative of the council and as such the key point of contact for all correspondence.

24/20 **New Website:** To review and agree a course of action regarding the updated proposal from TEEC Ltd for a new website.

The options available to the council for a new website were discussed. There were 3 options:
Independent Website Designer, Cloudy IT and TEEC Ltd.

- It was agreed that TEEC Ltd were the most cost effective and best fit for Maids Moreton Parish Council. A new website is required, if possible, by 31st March 2020 when BucksVoice closes. JDE to speak to TEEC Ltd and move this process forward.
- It was agreed that the monthly payment of £10 per month was good value for money.
- It was agreed that a maximum of £300 ex VAT would be spent on moving data across from BucksVoice to the new website.
- It was agreed to keep the domain maids-moreton.co.uk.

JDE to keep all councillors informed of progress.

25/20 **Play Area Grant:** to update on the progress of the grant application for new play equipment in Maids Moreton Play Area. Submission by Wednesday 4th March 2020.

The various options open to the council for play area equipment were discussed. We can replace what we want – create a whole new playground, or what we need, only a few pieces of play equipment were believed to be past the point of a viable repair.

The creation of a new Play Area subgroup was discussed and agreed. Volunteers for the subgroup were AM, PH, MB and JDE. JDE to also advertise for parish residents who would be interested in joining. 1st meeting will be in March 2020 for a probable application in June 2020.

26/20 **Civic Voice ABC Planning:** CC to update.

CC updated the councillors on the progressive, community led approach to planning that the Civic Voice ABC Planning Manifesto offers. CC to forward the information to JDE for distribution to all councillors.

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27/20 Storage Container:

- a) It was agreed that further quotes would be requested for the removal of the storage container. JDE to action.
- b) It was agreed that additional container storage was not the vision of the parish councillors and that when S106 monies were made available additional storage as a possible extension to the scout hut would be on the agenda as a possible use of these monies.

28/20 The Scout Hut:

- a) Letter from Group Chair Rachel Scrase
 - i) Rental invoice will be prepared and sent to the Treasurer of the Maids Moreton Scouts.
 - ii) A lease will be agreed. JDE to investigate generic lease agreements through NALC or BMKALC for discussion at the next meeting in March.
 - iii) Plumber to be asked to check the pipes in the loft and other plumbing repairs mentioned.
 - iv) Main entrance door lock to be replaced. New key to be coded for restricted copying so that a record can be made of all who have a key.
 - v) Boiler replacement is being investigated.
 - vi) External doors are being replaced on 23-25th March 2020 by CJM Fencing.
 - vii) Fire Service Review was conducted in January 2020 and all appliances passed.
 - viii) Potholes in the carpark are already on the councillors list of future village maintenance.
JDE to action all above and report back at the next meeting in March.
- b) To agree a quote for a repair or replacement boiler– GM not at the meeting. To be progressed by GM and discussed at the next meeting in March.

29/20 **Dog Fouling:** to agree a strategy for dog fouling in Maids Moreton. Posters have been requested from Maids Moreton Church of England School.

Posters were received from children at Maids Moreton Church of England School.

JDE created a clear poster directing dog owners to pick up their dog waste.

Coloured spray chalk to be trialled in March down Scott's Lane and at Maids Moreton Playing Fields. This will be used to highlight where dog waste has not been collected. This method has been successful in other parishes. Stevie Lishman has agreed to mark dog waste using this method in the designated areas.

JDE to investigate the cost and effectiveness of having dog bag dispensers on dog waste bins.

30/20 To discuss additional equipment for the clerk:

A £300 budget has been agreed for the purchase of a laptop for the clerk. AM, JW and JDE to investigate the best options for the software. Final decision to be agreed via email.

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- 31/20 **To agree the appointment of a handyman for the village. Andy Gibbs has been appointed as the preferred handyman for the village.** JDE to contact Andy and agree a meeting to discuss the initial jobs that are required. JDE to invite Andy Gibbs to the March meeting to meet the councillors.
- 32/20 **Councillors Open Forum:** Councillors to bring items forward for the next agenda.
VE Day celebrations are being planned by Jo Farquhar at The Wheatsheaf (Saturday 9th May) and Jackie Richardson at St Edmunds Church (Friday 8th May). JDE has forwarded information on grants available to both. JDE to offer the assistance of the parish council if necessary.
AM would like to re-instate the village newsletter and this will be put on the March agenda.
- 33/20 **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.
None
Sign up to the Maids Moreton Distribution List available.
None
- 34/20 **Date, time and venue of the next meeting:** The next meeting will be held on March 4th at 7.30pm at Maids Moreton Village Hall. MB will unable to attend. AM to Chair the meeting.

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