

ADSTOCK PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Held on Tuesday 18 May 2021 held in the village hall Adstock at 8.00 pm

Present: Cllrs Simon Walker, Chris Cornish, Paul Salver, Doug Randall.

Clerk: Ruth Millard

Public; Keith Wallace

Public Open Forum (under adjournment);

30/21 Acceptance of Office of Parish Councillor; the members to completed their acceptance of Office forms.

31/21 Chairman; the members to agreed Simon Walker for Chairman, SW completed his acceptance form.

32/21 Vice Chair; members to agreed Neil Fraser-Smith for Vice Chair.

33/21 Apologies; Cllrs Jon Stone, Neil Fraser-Smith, Marianne Murphy.

34/21 Members Interests; Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Adstock Parish Council Code of Conduct for Members and by the Localism Act 2011.

None were declared.

35/21 Approval of Minutes; Members agreed the minutes from the general Parish Council Meeting held virtually on 6 April 2021 the Chairman signed the minutes.

36/21 Review of Council's Policies for 2021/22;

Standing Orders

Financial Regulations

Risk Assessment

Councils Complaints Procedure

Review of the Council's Procedure for handling requests made under the Freedom of Information & Data Protection Act

Privacy Policy and Notice

Information Policy

Retention of Documents Policy

GDPR Data Audit

All the Council's policies a. – i. above had been reviewed and agreed as suitable and robust for 2021/22. The policies will be monitored throughout the year for any changes to be made and amendments made.

37/21 Appoint Parish Council representatives for 2021/22; DR volunteered to attend the Community Board meeting for Adstock. The NBPPC will be chosen from who is available at the time of the invitation to a meeting.

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38/21 Review inventory of Assets, the members noted that the website had still to be added to the inventory. Action; the Clerk would add the website and circulate the updated inventory.

39/21 Confirmation of Insurance cover; the members noted that the PC was in a 3 year term with Zurich Municipal which will end 1 July 2022.

40/21 Review of the Councils subscriptions to other bodies; i.e. BALC, SLCC, NBPPC

41/21 Determine the time & place of ordinary meeting of full Council; up to and including the next annual meeting of the Full Council. The members agreed to meet on the first Tuesday of the month except for August and January, at 8.00 pm. The next Annual meeting of full Council would be 3 May 2022.

42/21 Finance & Accounts.

The members agreed the financial statements of accounts for the end March 2021

Account Balance

...0909	31 March 2021 – Statement	26,194.73
Including	total Ring-fenced for Play equipment	16,029.00
	Transparency Fund	882.00

...0895	31 March 2021 - Statement	4101.09
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The members noted the invoices still to be paid.

APRIL/MAY 2021			
NBPPC membership	LGA 1972, s137	100911	20.00
PLAYBARK.com	LG(misc prov)A 1976, s19	100912	2880.00
GJ Millard, refurbishment to play area	LG(misc prov)A 1976, s19	100913	20.00
Lynch Garden Services	LG(misc prov)A 1976, s19, LGA 1972, s101	100914	150.00
Joanna Craig Website Design Limited, inv. 4169	LGA 1972, s111	100915	42.00
Zurich Municipal, invoice 506534763	LGA 1972, s111	100916	691.26
Lynch Garden Services	LG(misc prov)A 1976, s19, LGA 1972, s101	100917	150.00
Playsafety Limited	LG(misc prov)A 1976, s19	100918	90.60

Opening a HSBC Internet account – Simon Walker, Neil Fraser-Smith, Chris Cornish, Doug Randell & Paul Salver had signed the bank mandate to become internet signatories for the Parish Council. Action; the Clerk would take the mandate to the HSBC Bank in Milton Keynes.

Update of the Audit procedure; the Clerk and Chairman signed the Certificate of Exemption as the Parish Council's total gross income & total gross expenditure did not exceed £25,000.

43/21 Website; the new website needs an up-to-date accessibility statement and privacy policy.

44/21 Planning;

21/01690/AGN / Adstock Lodge / Erection of enclosed barn for the storage of machinery, wood straw, hay, and other materials for the keeping of livestock and for use of planned new forestry. Extension for comments 19 May 2021. The members agreed No Objections to 21/01690/AGN

20/03621/APP – Franconia Cottage The Gardens Adstock Buckinghamshire MK18 2JF / Demolition of existing cottage and car port and erection of dormer bungalow with detached garage. Keith Wallace gave an updated account of the situation of 20/03621/APP.

45/21 Environment

- i. Grass Cutting; no report
- ii. Highways and footpaths;

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- iii. Salt bin at the Gardens, the Chairman has sent a diagram of the position for a new salt bin to the Clerk. Action; the Clerk to order a salt bin.
- iv. Play area; Notice of the Annual Inspection to be taken in May 2021.

46/21 Correspondence and communications; including reports on Community Board meetings and training courses;

Newsletter: To note any specific items

47/21 Councillors Forum; for Councillors to bring any concerns to the table to be added to the next agenda for discussion.

- DR noted that the Buckinghamshire Council land at Northlands had not been cut.
- CC had noticed that the hedge opposite the entrance to Scotts Lane had gotten over grown, he had spoken to the owner of the property to enquire when it would be cut.

48/21 Date and time and venue of the next meeting; The next meeting will be held in June 2021 at 8.00 pm. Please Note; the meeting will be arranged after the meeting between the Clerk and the internal auditor, to complete his report, has been arranged.

Meeting finished at; 9.10 pm

SignedChairman Date

Minutes drafted by *ER Millard - Clerk 07/06/2020*