

ADSTOCK PARISH COUNCIL

MINUTES of an ANNUAL PARISH COUNCIL MEETING

Held on Tuesday 23 May 2023 in the village hall Adstock at 8.15 pm

Present: Cllrs Simon Walker, Neil Fraser-Smith, Chris Cornish & Keith Wallace

Clerk: Ruth Millard

Public; Liz and Dave Simkins, Bucks Cncl Cllr John Chilvers

21/23 **Nomination and Acceptance of Chairman.** Simon Walker was nominated for Chair and accepted the role.

22/23 **Nomination of Vice Chair.** Neil Fraser-Smith was nominated for Vice Chair.

23/23 **Apologies;** Members received and accept apologies from Cllrs Paul Salver, Jon Stone and Doug Randall

24/23 **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.

25/23 **Approval of Minutes;** Members agreed the minutes from the general meeting on 7 March 2023. The Chairman signed them as a true representation of the meeting.

26/23 **Review and adoption of Council's Policies for 2023/24;**

- a. Standing Orders b. Financial Regulations c. Risk Assessment d. Councils Complaints Procedure
- e. Review of the Council's Procedure for handling requests made under the Freedom of Information & Data Protection Act
- f. Privacy Policy and Notice g. Information Policy h. Retention of Documents Policy i. GDPR Data Audit
- j. Code of Conduct

The Members agreed that the documents a.- j. were robust and fit for purpose for 2023-24

27/23 **Appoint Parish Council representatives for 2023/24 i.e. Community Boards,** SW said that he would attend when he was available, he would also invite the Community Board Manager Sophia for a walk about in the village. **NBPPC** The Members agreed that when an invitation arrived, they would see who was available to attend.

28/23 **Review inventory of Assets.** SW reported that the defibrillator and Safe Box from 2013, £1610.00, had been disposed of and new items Defibrillator, Safe Box and Dog waste disposal bin had been purchased in the year totaling £1834.00.

29/23 **Confirmation of Insurance cover;** BHIB Council Insurance with AVIVA, 1 July 2022 on a three-year long-term agreement until 30 June 2025

30/23 **Review of the Councils subscriptions to other bodies i.e. BALC, SLCC, NBPPC** Members agreed to all.

31/23 **Determine the time & place of ordinary meeting of full Council up to and including the next annual meeting of the Full Council.** Members agreed to alternate odd months of the year, May, July, September, November, January and March. Holding extra meetings when required.

32/23 **Finance & Accounts.**

- a Members agreed the financial statements of accounts for the end March 2023
- b Members completed and signed AGAR Form 2 Exemption Certificate due to the end of year showing less than £25,000 turnover. The Clerk would forward to the External Auditor in the subscribed time.
- c Members noted the invoices for paying;

Account Balance

....0909	31 March 2023 – Statement	26,354.85
Including	total Ring-fenced for Play equipment	16,029.00

....0895	31 March 2023 - Statement	6,373.76
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income

31 March 2023		
....0909	Interest	119.46

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Payments including Direct Debits

PAYEE	POWER	Cheque/DD	Amount
JANUARY 2023			
ER Millard, Allowances & consumables to March 2022	LGA 1972, s111	BP 046	370.03
Southern Electricity Jan Acc. - 2 Dec 2022 – 3 Jan 2023	LGA 1972, Sched. 14 para 34	DD	43.87
Southern Electricity Feb Acc. - 4 Jan 2023 – 1 Feb 2023	LGA 1972, Sched. 14 para 34	DD	39.28
ER Millard, January 2022, Salary			
MARCH 2023			
ER Millard, Jan, Feb & Mar 2023 Remunerations	LGA 1972, s112	BP 047	980.49
HMRC, quarter 4	LGA 1972, s112	BP 048	88.80
ER Millard, Reimbursement email addresses x2 mths January 15/12/22-14/01/23 & February 15/01/23-14/02/23	LGA 1972, s111	BP 049	14.40
BHIB Councils Insurance, amendment for Village Hall	LGA 1972, s133	BP 050	25.19
Scribe Accounts – Starboard Systems Ltd inv-3493	LGA 1972, s111	BP 051	328.32
Simon Walker – reimbursement Domain renewal	LGA 1972, s111	BP 052	
ER Millard, Reimbursement email addresses March 15/02/23-14/03/23	LGA 1972, s111	BP 053	7.20
ICO, Data Protection fee Ref: ZA483936	LGA 1972, s111	DD	35.00
Unity Trust Bank Charges	LGA 1972, s111	DD	18.00
MAY 2023			
Buckinghamshire Council dog waste services, inv. 2205051624	Litter (Animal Droppings) Order 1991	BP 054	323.52
North Bucks Parishes Planning Consortium-Membership Fee ending March 2024	LGA 1972, s137	BP 055	20.00
MRA Garden Services. Inv 000337	LGA 1972, s101	BP 056	490.00
ER Millard – reimbursement email addresses x2 mths April 15/03/2023–14/04/2023 & May 15/04/2023–14/05/2023	LGA 1972, s111	BP 057	14.40

33/22 Planning;

- i. **23/01190/APP** Adstockfields Farm Adstock Fields Adstock Buckinghamshire MK18 2JE / *Erection of a distillery (Class B2) and associated infrastructure and landscaping*
The Members had No objections to 23/01190/APP
- ii. **23/01414/APP** Greemat, East Street Adstock Buckinghamshire MK18 2HZ / *Householder application for a single storey front extension*
The Members had no objections to 23/01414/APP

34/23 Environment

- a. **Grass Cutting;** The Council had received 1 complaint from a resident who didn't realise that the verges were devolved to the Parish Council through Bucks Council. The resident would like to be responsible for cutting the verges in front of his house. The members agreed. The PC were looking for more volunteers to cut the play area. SW would put a request in the Clarion.
- b. **Highways and footpaths;**
 - i Update on Sewage Issues with Anglian in Scotts Lane. No further update.
 - ii Update re. footpath The Paddocks to Main Street. No further update.
 - iii to discuss how to improve safety on the Main Street bends out to the A413. The members discussed inviting PC Lee Turnham to a meeting to give a demonstration of Speed Watch.
- c. **Play area;** to discuss any issues. The annual Playground inspection is in May 2023
- d. **Adstock Cricket Field Pitch** – No further update

35/23 Correspondence and communications including reports on Community Board meetings and training courses and the Website;

- Newsletter: To note any specific items
- Bucks Town & Parish Survey is open until 16 July 2023

36/23 Councillors Forum (under adjournment); for Councillors to bring any concerns to the table to be added to the next agenda for discussion.

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- J Chilvers raised the issue of flooding at the end of West Street
- K Wallace said that The Gardens freeze and floods when it rains heavy. Residents wanted to know who is responsible for surface water drains. SW will contact the Local area Technician, Matt.
- J Stone reported pot holes in West Street & Greenfields and on the road to The Coombs

37/23 Date and time and venue of the next meeting; Held on 6 June 2022 at 8 pm. The Village Hall,
Adstock
To sign off the Annual Return

Meeting finished at; 9.10pm

SignedChairman Date.....