

ICKFORD PARISH COUNCIL

MINUTES OF THE MEETING OF ICKFORD PARISH COUNCIL

Held on Tuesday 8th September 2015, at 7.30pm at Ickford Village Hall

Present: Chairman Andrew Brunet (AB)
Councillor Barbara Kolbert (BK)
Councillor Ruth Baker (RB)
Councillor Louise Arnold (LA)

District Councillor Michael Rand (AVDC)
John Ronane (Headteacher of Ickford School) (JR)
Peter Jordain (PJ)
Vina Parmar (VP)
Gary Munson (GM)

Plus 7 other residents

Minute	Original Minute	Subject	Action
45		Apologies for absence: Apologies were received from Margaret Aston, County Councillor	
46	29	Clerk / RFO Vacancy BK advised that following the resignation of Anne-Marie Davies from the role of Clerk, adverts were placed on 2 consecutive months in the Ickford Informer and for 1 month on the BMKALC Website. 4 candidates considered. Following an interview with BK/AB, Nicola Dawson was recommended, subject to Council approval. Council unanimously agreed to appoint Nicola Dawson to the role, with immediate effect.	
47		Open Forum for Parishioners (under adjournment) Parking in the village <ul style="list-style-type: none"> - John Ronane, Headteacher Ickford School was in attendance to address the Council & local residents regarding an ongoing issue with car parking outside the school during drop off and collection at 8.45am and 3.30pm. - Local residents are concerned with the issue of people parking inconsiderately, blocking the road & pavements & potentially creating a hazard. JR confirmed that several measures have already been taken & that he takes the matter seriously. He is already communicating regularly with parents in weekly newsletters & during public assemblies. Parents are encouraged to park in the village hall car park & on the path leading up to the recreation ground. It is unfortunate that many simply choose not to do this. JR welcomes any suggestions from residents. - Following contribution from several residents it was agreed that this is not only an issue with the school but also the pre-school & customers parking to use the shop. - GM wished to minute that he offers full support to JR for his continued efforts towards improving the situation & that significant improvements have already been made with the school parking since JR became Headteacher. - JR invited all residents to come along to the school & welcomes any ideas on improving the situation. - This item was carried forward to agenda item 54 for the Parish Council to address in more detail. Village Trees <ul style="list-style-type: none"> - Resident, Jim Ellison raised a request to see more trees planted around the village & on the recreation ground. 	

PREPARED BY: CLERK TO THE COUNCIL

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		<ul style="list-style-type: none"> - AB advised that suggestions such as this could form part of the 4 year plan and invited all residents to suggest ideas which can then be addressed at a later date. <p>The Chairman thanked everyone for their contributions & closed the open forum</p>	<i>AB</i>
48		Declaration of Interest No interests were declared	
49		<p>To agree any co-opted members onto the Parish Council: 3 residents expressed their interest in joining the Parish Council; Peter Jordain, Vivienne Hayday (by proxy) & Vina Parmar. BK proposed PJ, seconded by RB, vote of unanimous agreement taken RB proposed VH, seconded by LA, vote of unanimous agreement taken LA proposed VP, seconded by BK, vote of unanimous agreement taken</p> <ul style="list-style-type: none"> - Declaration of Acceptance of Office form duly signed by PJ & VP - Register of Interest forms taken away by PJ & VP to complete & return to ND within 7 days - ND to ensure papers signed by VH 	<i>PJ / VP</i> <i>ND</i>
50		Confirmation of Minutes The minutes of the last meeting held on 1st July 2015 and the extraordinary meeting held on 9th July 2015 were agreed a true record & signed off by the Chairman	
51		Matters arising from previous minutes (C/F = carry forward to next meeting)	
51(a)	21(a)	<p>Local Area Technician-LAT visited 15/7/15. (doc ref 51a)</p> <ul style="list-style-type: none"> - Golders Close cherry trees to be inspected. - Footpath repairs added to work to be done. - 4-5 new verge markers in Church Road - Road marking by school to be repainted - GM advised salt bin next to bus shelter to be filled in time for Winter 	<i>GM</i>
51(b)	21(b)	Zip Wire repair by Bucks University-No response so closed	<i>CLOSE</i>
51(c)	21(c)	Bank Mandate -Difficulties with Lloyds - all agreed to open Nat west account.	<i>AB</i>
51(d)	25(d)	Consultee Access -AB has access to this planning portal on the AVDC website - closed	<i>CLOSE</i>
51(e)	29	Place advert on BALC website-No responses to advert - closed	<i>CLOSE</i>
51(f)	30	ROSPA Report -Major repairs completed, GM for minor repairs (Doc ref 51f)	<i>GM</i>
51(g)	31	<p>Tree Survey - Recommended work 1 year</p> <ul style="list-style-type: none"> - 3 Like for like quotes, review in October. - BK to email VP with requirement to get another quote - Ask Nigel Carpenter if he would like to submit a more favourable quote to try to keep the work within the village & within budget. 	<i>BK</i> <i>BK</i>
51(h)	33	<p>Footpath - Farm Close</p> <ul style="list-style-type: none"> - Contact Rights of Way officer to establish who owns the land - Agreed to include footpaths onto the Parish map - under construction 	<i>BK</i> <i>AB</i>
51(i)	34(a)	Football Club 5-a-side goal posts- agreed to repaint posts, IPC to provide paint	<i>C/F</i>
51(j)	34(a)	Millenium Garden - Gazebo/Drainage-Garden reported looking fine. Tfb to rod drain	<i>C/F</i>
51(k)	34(b)	Recreation Ground Litter -AVDC cost advised, review October meeting	<i>C/F</i>
51(l)	35(a)	10 Turnfields -New lamppost working, old now needs to be removed - need to agree who is going to do this	<i>C/F</i>
51(m)	36(a)	Millenium Garden -No response so close	<i>CLOSE</i>
51(n)	36(b)	AED -Paul Farrell nominated contact - grant has been applied for	<i>C/F</i>

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51(o)	43	Informer Printing arrangements. Confirmed acceptance of cost with school & agreed to use their facility going forward. We need to discuss & agree alternative arrangements if this option is unavailable i.e. during school holidays	<i>C/F</i>
51(p)	44(b)	MVAS -Residents contacted, no significant issues	<i>C/F</i>
52	25	<p>Planning 2 applications were raised during August & both approved by Parish Council following consultation with all Councillors</p> <p>15/02232/APP - Little Grafton, 46 Worminghall Road, Ickford Buckinghamshire HP18 9JD - Raise height of chimney stack to 1.8 m on south west gable end. Following consultation with all councillors the Parish Council had no objections</p> <p>15/02377/APP - 17 Little Ickford, Ickford Buckinghamshire HP18 9HS Variation of condition imposed on Non Material Amendment permission ref 14/A0314/NON to extend the single storey rear wing by 1 metre and construction of a new front porch. Following consultation with all councillors the Parish Council had no objections</p> <p>Outstanding:</p> <p>15/01973/APP - 38 Golders Close, Ickford, Bucks HP18 9JA - proposed 2 storey extension - update received from AVDC advising of minor amendments to the application - no further action required</p> <p>No further planning applications were received during the month</p>	
53		<p>Parish Council Website (doc ref 53)</p> <ul style="list-style-type: none"> - LA presented her previously circulated proposal for the new website. LA advised that we are currently part of the Bucks County Council portal which has many limitations & recommended setting up & designing & running our own website. 2 options available - all agreed with the proposal to use the free option. - LA to proceed with designing a draft website including local photos from BK. The site also to include minutes, agendas, forums etc. More discussion & review at next meeting. - LA to advise Bucks Connect & arrange to disable current website when appropriate. 	<p><i>LA</i></p> <p><i>ALL</i></p> <p><i>LA</i></p>
54		<p>Car parking outside the school Further discussion took place following the open forum where the following was discussed & proposed:</p> <ul style="list-style-type: none"> - It was agreed that this is a village issue & not just the school - A working group was formed to address this issue involving BK, RB, Kate Billimore, Theresa Green & Jim Ellison. The group is to pull together ideas, views from local residents & bring suggestions to the October meeting for further discussion. - The working group were advised by AB to use the Members Parking toolkit (doc ref 54) provided by Transport for Buckinghamshire. - LA agreed to advise the pre-school on action being taken & invite a member of the committee to join the working group 	<p><i>BK / RB</i></p> <p><i>LA</i></p>
55		<p>Sports Pavilion The football club have advised the Council of problems with the management and security of the pavilion. Several issues involving maintenance, cleanliness & general management of the building have arisen & need to be addressed.</p> <ul style="list-style-type: none"> - AB advised that the pavilion is a Parish Council asset & as such has to be maintained as part of our insurance commitments 	

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		<ul style="list-style-type: none"> - AB advised that the Parish Council should consider taking responsibility for over the running of the pavilion & recoup the costs through usage fees. AB to discuss a way forward with Joe Kitchen & present proposal at the October meeting 	<i>AB</i>																									
56		<p>Village Custodian (doc ref 56) GM presented an outline of his duties that has been circulated to the Councillors & all agreed with the content.</p> <ul style="list-style-type: none"> - GM suggested that a section on the new website be set up for the purpose of village maintenance to invite residents for feedback & requests - The log book is to remain in the village shop for those who do not have internet access - GM confirmed that there are only 3 footpaths that are the responsibility of the Parish Council. All others run over private land & the maintenance of these is the responsibility of the land owner. GM to check the ownership of the Farm Close footpath. - VP agreed to contact Fred Ellis regarding clearing the footpath at the Church Road end of the footpath running from Bridge Road 	<i>GM</i> <i>GM</i> <i>VP</i>																									
57		<p>Four Year Plan (doc ref 57) AB referred to the document circulated to the Councillors prepared by AVDC, outlining the several options for village surveys. It was agreed that this is an ongoing item which requires much further discussion. Updates so far:</p> <ul style="list-style-type: none"> - AB advised that Ickford PC has been registered with Ordnance Survey Public Sector Mapping Agreement & now has access to free digital maps so we can begin to create our own Ickford village map to include locations of village assets such as lampposts, footpaths, bus stops etc. AB to try & bring a large scale print out to the October meeting - GM to provide the a copy of 1995 the village survey to assist in the creation of the new survey. <p>It was agreed to carry this item forward to the October meeting to give the newly elected Councillors the opportunity to review the documents</p>	 <i>AB</i> <i>GM</i>																									
58		<p>Training (doc ref 58) AB presented the training proposal for the new Clerk & Councillors. Council approved the following:</p> <ul style="list-style-type: none"> - Clerk to become member of the SLCC at a cost of £82 - Clerk to undergo online training (ILCA) at a cost of £370 - 3 Councillors to attend induction training with BMKALC at a cost of £100 																										
59 59 a		<p>Finance Cheques signed over the holiday period</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Chq No</th> <th style="text-align: center;">Payee</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Period</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">484</td> <td>Playdale</td> <td>Play Equipment</td> <td style="text-align: center;">---</td> <td style="text-align: right;">£1062.72</td> </tr> <tr> <td style="text-align: center;">485</td> <td>Cartwright Landscapes</td> <td>Grass Cutting</td> <td style="text-align: center;">Dec 2014</td> <td style="text-align: right;">£260.70</td> </tr> <tr> <td style="text-align: center;">486</td> <td>Cartwright Landscapes</td> <td>Grass Cutting</td> <td style="text-align: center;">Jun</td> <td style="text-align: right;">£415.68</td> </tr> <tr> <td style="text-align: center;">487</td> <td>UK Power Networks</td> <td>Lighting</td> <td style="text-align: center;">---</td> <td style="text-align: right;">£594.00</td> </tr> </tbody> </table>	Chq No	Payee	Description	Period	Amount	484	Playdale	Play Equipment	---	£1062.72	485	Cartwright Landscapes	Grass Cutting	Dec 2014	£260.70	486	Cartwright Landscapes	Grass Cutting	Jun	£415.68	487	UK Power Networks	Lighting	---	£594.00	
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59 c		<p>The accounts for June 2015 Income, Expenditure and Reconciliation for June previously circulated (doc ref 59c) to council members, these were agreed as a correct record</p>																																				
59 d		<p>The accounts for July 2015 Income, Expenditure and Reconciliation for July previously circulated (doc ref 59d) to council members, these were agreed as a correct record</p>																																				
59 e		<p>Update from external auditors - Mazars (doc ref 59e) AB reported that the external auditors, Mazars had rejected the original 2014/15 audit report & required changes to the way in which the VAT due is reported. In future the Council needed to provide more explanations for all year on year variances & the Council needs to ensure that the Annual report is accurate & complete before approval. The revised & approved audit report is now ready for publication on the community notice board /& or Council website</p>	ND																																			
60		<p>Correspondence & communications since last meeting</p>																																				
60 a	44 b	<p>Mobile Vehicle Activated Sign Paul Farrell is managing this item - waiting for installation update</p>																																				
60 b		<p>Thames Water</p> <ul style="list-style-type: none"> - New Councillors to review & comment on update from Thames Water with regard to local flooding issues - carried forward to October meeting - Consider including this as part of the 4 year plan 																																				
60 c		<p>Best Kept Village (doc ref 60c) The results were published in the Ickford Informer - all agreed to ensure forward planning for next year if we intend to enter</p>																																				
60 d		<p>Neighbourhood Plans AVDC have provided an update on the legal position of Neighbourhood plans. For Council to note.</p>																																				
61		<p>No external meetings were attended on behalf of the Parish Council in the period</p>																																				
62		<p>Next Meeting agreed 13th October 2015 7.30pm</p>																																				

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The meeting closed at 10.15pm

Signed:

Date:

Documents referred to in the minutes:

Doc Ref	Description	Link/Location
51a	Summary Local Area Technician visits	Projects file with clerk
51f	Summary 2015 ROSPA Recreation Ground report	Projects file with clerk
53	Web site proposal from Louise Arnold	Projects file with clerk
54	Members Parking toolkit Tfb	http://transportforbucks.net/Uploads/Files/MemberParkingToolkit_web.pdf
56	Village Custodian – Scope and Tasks	Projects file with clerk
57	AVDC - 4 year planning	Projects file with clerk
58	Training Proposal for Clerk	Projects file with clerk
59c	Income, Expenditure and Reconciliation for June	Finance file with clerk
59d	Income, Expenditure and Reconciliation for July	Finance file with clerk
59e	Revised and approved audit report 2014/15	Projects file with clerk
60c	Best Kept Village report 2015	Projects file with clerk

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