

ICKFORD PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF ICKFORD PARISH COUNCIL

Held on 10th May 2016, at 7.30pm at Ickford Village Hall Annexe

Present: Councillor Andrew Brunet (AB) - Chairman
 Councillor Ruth Baker (RB)
 Councillor Louise Arnold (LA)
 Councillor Peter Jordain (PJ)
 Councillor Vina Parmar (VP)
 Councillor Barbara Kolbert (BK)
 Councillor Keith Green (KG)
 Parish Clerk Nicola Dawson (ND)

Item	Previous Minute	Subject	Action
156.		Apologies & approval of Absence Apologies previously received by Margaret Aston & Michael Rand were approved	
157.		Confirmation of Previous Minutes The minutes of the last meeting held on 12 th April 2016 were agreed a true record & signed off by the Chairman.	
158.		Election of the Chairman of the Council <ul style="list-style-type: none"> • AB formally resigned from his position of Chairman of the Council • AB asked all Councillors if they wished to put themselves forward for the position of Chairman • LA offered to stand as Chairman • This was seconded by RB and a vote was taken, with a unanimous show of hands in agreement 	
159.		Acceptance of Office LA duly signed the Acceptance of Office form in order to undertake the role of Chairman with immediate effect	
160.		Election of Vice-Chairman of the Council <ul style="list-style-type: none"> • LA asked all Councillors if they wished to put themselves forward for the position of Vice-Chairman • AB offered to stand as Vice-Chairman • This was seconded by BK & RB and a vote was taken, with a unanimous show of hands in agreement 	
161.		Declaration of Interest <ul style="list-style-type: none"> • LA declared interest in planning application: 16/01554/APP Ickford • RB declared interest in planning appeal: Land adjacent to 43 Golders Close, Ickford 	
162.		Requests for Dispensations Dispensations were requested by LA & RB, which were duly accepted by the PC	

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163.		<p>Finance</p> <p>a) Informer photocopying costs & management arrangements</p> <ul style="list-style-type: none"> • It was discussed & agreed that ND would make arrangements with the school office to invoice the PC on a quarterly basis for photocopying costs • RB confirmed that 280 copies of the Informer are produced each month • ND agreed to set up arrangements to open the office & RB to advise ND of the dates required for the next 6 months 	<p>ND</p> <p>ND</p>																																																		
b)		<p>Drawn Cheques at meeting (for April 2016)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 20%;">Payee</th> <th style="width: 40%;">Item</th> <th style="width: 10%;">Cheque No.</th> <th style="width: 10%;">Period</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Cartwrights</td> <td>School grounds maintenance for August 2015 – unpaid invoice</td> <td>525</td> <td>August 2015</td> <td style="text-align: right;">£340.14</td> </tr> <tr> <td>Swarco</td> <td>MVAS system balance</td> <td>527</td> <td>March 2016</td> <td style="text-align: right;">£2,282.24</td> </tr> <tr> <td>G Munson</td> <td>Village custodian duties</td> <td>528</td> <td>Jan – March</td> <td style="text-align: right;">£207.74</td> </tr> <tr> <td>N Dawson</td> <td>Clerk salary for April x26 hours</td> <td>529</td> <td>April 16</td> <td style="text-align: right;">£286.76</td> </tr> <tr> <td>Aon UK</td> <td>Policy Number Insurance Renewal</td> <td>530</td> <td>2016/17</td> <td style="text-align: right;">£1,284.85</td> </tr> <tr> <td>Louise Arnold</td> <td>Posters & leaflets</td> <td>531</td> <td>April 16</td> <td style="text-align: right;">£55.00</td> </tr> <tr> <td>Andrew Brunet</td> <td>2 x tickets for audit training</td> <td>532</td> <td>April 16</td> <td style="text-align: right;">£64.18</td> </tr> <tr> <td>Ickford Combined School</td> <td>Informer printing for 7 x months</td> <td>533</td> <td>Oct 15 – April 16</td> <td style="text-align: right;">£335.29</td> </tr> <tr style="background-color: #d3d3d3;"> <td>TOTAL</td> <td></td> <td></td> <td></td> <td style="text-align: right;">£4,856.20</td> </tr> </tbody> </table> <p style="margin-top: 10px;"><i>*Please note that cheque no 526 (not included above) was drawn in error & will need to be reissued by Cartwrights as incorrect amount invoiced.</i></p>	Payee	Item	Cheque No.	Period	Amount	Cartwrights	School grounds maintenance for August 2015 – unpaid invoice	525	August 2015	£340.14	Swarco	MVAS system balance	527	March 2016	£2,282.24	G Munson	Village custodian duties	528	Jan – March	£207.74	N Dawson	Clerk salary for April x26 hours	529	April 16	£286.76	Aon UK	Policy Number Insurance Renewal	530	2016/17	£1,284.85	Louise Arnold	Posters & leaflets	531	April 16	£55.00	Andrew Brunet	2 x tickets for audit training	532	April 16	£64.18	Ickford Combined School	Informer printing for 7 x months	533	Oct 15 – April 16	£335.29	TOTAL				£4,856.20	
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c)		<p>Interim arrangements for Clerk & RFO</p> <ul style="list-style-type: none"> • AB, as Vice-Chairman, offered to take on the role of RFO for the PC – all in agreement • ND asked to withdraw her resignation as Clerk & declared her interest in retaining her role as Clerk to the PC. A vote was taken & all were in favour of accepting the withdrawal. • It was agreed that ND would produce 2 new job descriptions, one for the RFO and one for the Clerk role. ND to send out drafts to the PC for approval prior to next meeting. 	ND																																																		
d)		<p>The accounts for March 2016</p> <p>Income, Expenditure & Reconciliation for March 2016, previously circulated to the Parish Council members, was agreed as a correct record & duly signed by the Chairman.</p>																																																			
e)		<p>Provisional Annual Accounts for 2015/16</p> <p>AB advised that all the PC should review the draft accounts along with the supporting financial documentation file prior to approving them at the next meeting (files available from Clerk & / or RFO).</p>	ALL																																																		

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f)	<p>Annual Audit Process & Deadlines</p> <p>AB advised the PC of the process & deadlines applicable as follows:</p> <ul style="list-style-type: none"> • 3rd June – (approximate) Completion of internal audit (to allow circulation to councillors) • 14th June - PC review meeting, to be signed by Chair & RFO on behalf of PC • 30th June - Deadline for Council approval • 6th July – Deadline for submission to Mazars • Issue “Notice of appointment of the date for the exercise of elector's rights” The accounts must then be publicly displayed from 20th June to 29th July 2016 • 2nd August – Exercise of electors rights • It was agreed that a poster with the above key dates would be posted on the village Noticeboard & in the Informer advising that the full accounts will be available on the website or a hard copy from the clerk • ND to send Keith Tattersfield formal notification to proceed with the internal audit 	<p>ND</p> <p>ND</p>
g)	<p>Project List 2016</p> <p>Nothing to be added to the project list this month.</p>	
164.	<p>Correspondence & Communications Since Last Meeting</p> <p>a) Community Safety Toolkit Workshops: AB volunteered to attend the workshop on Weds 15th June at 13.30. ND to book place.</p> <p>b) LAF Weds 11th May: RB is attending – no other volunteers. All agreed that RB to vote on behalf of Ickford PC, if applicable.</p> <p>c) Transport for Bucks Conference: Scheduled for Thursday 12th May – LA volunteered to attend on behalf of the Ickford PC.</p>	<p>AB</p> <p>RB</p> <p>LA</p>
165.	<p>Meetings Attended on behalf of the Parish Council in the period</p> <p>a) Meeting with John Ronane regarding school plans & car parking – discussed under Agenda Item 169e).</p> <p>b) Annual Audit Training course: AB discussed above under Agenda Item 163f)</p> <p>c) Cluster Neighbourhood Planning meeting attended by RB – discussed under Agenda Item 170a)</p>	
166.	<p>Planning</p> <p>1 application was raised during April (after the issue of the Agenda):</p> <ul style="list-style-type: none"> • 16/01554/APP: Priory Cottage 52 Worminghall Road Ickford Buckinghamshire HP18 9JD Single storey rear orangery. No objections raised. <p>1 appeal was carried forward from the previous meeting:</p> <ul style="list-style-type: none"> • APPEAL: 16/00025/REF: Land adjacent to 43 Golders Close, Ickford. The offer of a developers fund of £19,248 was discussed with a view to agree the allocation of such a fund, should the application be granted. It was resolved that: Without Prejudice, the off-site financial contribution generated from this development (if it proceeds) be put towards the refurbishment of or improvements to the Pavilion and or recreation ground at Sheldon Road, Ickford Buckinghamshire HP18. 	

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167.		<p>Open Forum for Parishioners (under adjournment) No residents present at the meeting.</p> <p>VP advised that a local resident had raised a complaint with her directly regarding Gigaclear works in the village. It was agreed that this is not the responsibility of the PC & all matters should be directed to Gigaclear themselves or Bucks CC.</p>	
		Project Updates	
168.		Village Maintenance & Landscaping	
a)	151a)	<p>Dog Fouling:</p> <ul style="list-style-type: none"> • LA updated that posters have now been distributed around the village. Agreed to add to the Pavilion, Church Road & gate on the footpath next to the shop • Following walk around with Gary Munson (GM), it was agreed to purchase 2 new litter bins for the recreation ground – with raised lids / covers – a budget of £600 in total was approved. BK to go ahead & purchase 2 bins. • It was advised that the school have agreed for GM to empty the general rubbish bins into the school skip bins. 	<p><i>C/F</i> <i>LA/BK</i></p> <p><i>BK</i></p>
b)	151b)	<p>Street Lighting:</p> <ul style="list-style-type: none"> • Repair to light in Church Road: LA / AB agreed to follow up repair with contractor • LA agreed to arrange a quote for general street light maintenance 	<p><i>C/F</i> <i>LA/AB</i></p> <p><i>LA</i></p>
c)	151c)	<p>Zip Wire: AB & PJ offered to assist in the repair of the surround to the zip wire. BK to advise when her husband is available to lead the repair.</p>	<p><i>PJ/AB</i> <i>BK</i></p>
169.		Highways & Byways	
a)	152a)	<p>AED:</p> <ul style="list-style-type: none"> • It was agreed to find alternative route to fix the AED cabinet to the wall of the Pavilion as still no response from DC. • VP agreed to approach Otmoor Electrical to install / offer quote • ND to get the key to the Sports Pavilion in order for us to proceed. 	<p><i>C/F</i></p> <p><i>VP</i> <i>ND</i></p>
b)	152c)	<p>Drive leading up to the park: Repair works being carried out by Gigaclear</p>	<i>C/F</i>
c)	152e)	<p>Surface Water Drains: LA updated that the contractors have arranged for a “jetting” machine to clear out the gullies – it is active on the track-it system.</p>	<i>C/F</i>
d)	152f)	<p>Footpaths:</p> <ul style="list-style-type: none"> • KG updated that he has checked the land registry for ownership of footpaths & that it appears that the footpath behind Farm Close is owned by 2 residents (No.2 & No.10) • It was agreed that ND is to write to the residents asking them to clear the branches & nettles & to tidy up the edges • KG to send ND a map to include with the letter • BK to pull together local residents to form a working group – PJ, RB & BK also volunteered to join • BK to send ND the details of the over-hanging trees that have been reported on the Shabbington to Worminghall Road – ND to contact BCC to resolve 	<p><i>C/F</i></p> <p><i>ND</i></p> <p><i>KG</i> <i>BK</i></p> <p><i>BK</i> <i>ND</i></p>
e)	152g)	<p>Car Parking:</p> <ul style="list-style-type: none"> • AB & BK provided an update on the meeting held with the school regarding ideas to improve the car parking for the village • Some rough plans & ideas were presented. It was agreed that this is very much 	

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		<p>in the early stages & no decisions will be made until further detailed discussions take place.</p> <ul style="list-style-type: none"> • ND to quantify the number of cars actually requiring a safe place to park – monitor morning & afternoon school drop off & report back • BK agreed to arrange for a sketch outline of the initial parking plan to be designed 	<p>ND</p> <p>BK</p>
170.		Communication & Publicity	
a)	153a)	<p>Neighbourhood Planning/ VALP:</p> <ul style="list-style-type: none"> • RB provided an update on the Cluster NP meeting attended with the other neighbouring villages at AVDC (refer to RB notes and map). • It was resolved that the PC would proceed with the next meeting to investigate further • It was resolved that the PC would refrain from proceeding with the development of a NP until the results of the VALP are released in July 	
171.		Village Organisations & "Institutions"	
a)	154a)	<p>Sports Pavilion & Football Club & Playing Field: LA proposed trialling a “Café in the Park” from the Pavilion during the Summer, a couple of days a week after school. To provide tea / coffee / soft drinks for a nominal charge. All agreed to proceed with the trial & discuss at the APM</p>	LA
b)	154b)	<p>Annual Parishes Meeting (APM): ND to send the PC an updated list of attendees replies received so far for the APM</p>	ND
172.		Next Meeting agreed 14th June 2016, 7.30pm in the Annexe at Ickford Village Hall	

The meeting closed at 10.20pm

All supporting documentation referred to in the minutes above can be found on the Parish Council section of the website www.ickfordcommunity.wordpress.com and in the files held by the Parish Clerk.

Signed:

Date: