

ICKFORD PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF ICKFORD PARISH COUNCIL

Held on 13th March 2018, at 7.30pm at Ickford Village Hall

Present:

Louise Arnold	(LA)	Chairman
Councillor Barbara Kolbert	(BK)	Vice-Chair
Councillor Andrew Brunet	(AB)	
Councillor Ruth Baker	(RB)	
Councillor Peter Jordain	(PJ)	
Councillor Martin Armitstead	(MA)	
Pat Pointer	(PP)	Parish Clerk

Chairman opened the meeting at 07.30pm and informed all present that she would be standing down as Chairman of the Parish Council at the APM meeting in May 2018.

Item	Previous Minute	Subject	Action																																																		
421		Apologies & approval of absence Mr M Rand (AVDC)																																																			
422		Confirmation of Previous Minutes The minutes of the last meeting held on 13th February 2018 were agreed a true record & signed off by the Chairman																																																			
423		Declaration of Interest None																																																			
424		Requests for Dispensations None																																																			
425		New Parish Councillor Clerk reported she had not received any response from residents for the vacancy of Parish Councillor. LA will advertise it again on the website but will put it as news so residents will receive an email advertising the position.	LA																																																		
426	410 a)	<p>Finance Drawn Cheques at meeting (for March 2018) agreed and signed.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 15%;">Cheque No.</th> <th style="width: 20%;">Payee</th> <th style="width: 25%;">Item</th> <th style="width: 15%;">Period</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">638</td> <td>Mrs L Arnold</td> <td>Expenses/Lock for Pavilion</td> <td style="text-align: center;">March 2018</td> <td style="text-align: right;">62.98</td> </tr> <tr> <td style="text-align: center;">639</td> <td>Glasdon UK</td> <td>2 x litter bins</td> <td style="text-align: center;">March 2018</td> <td style="text-align: right;">405.41</td> </tr> <tr> <td style="text-align: center;">640</td> <td>Emily Davis</td> <td>8 hours work on kerb sides</td> <td style="text-align: center;">March 2018</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td style="text-align: center;">641</td> <td>Emily Davis</td> <td>Zip Wire Revitalisation</td> <td style="text-align: center;">March 2018</td> <td style="text-align: right;">2,276.48</td> </tr> <tr> <td style="text-align: center;">642</td> <td>Mrs P Pointer</td> <td>Clerks Salary/Expenses</td> <td style="text-align: center;">Feb 2018</td> <td style="text-align: right;">417.35</td> </tr> <tr> <td style="text-align: center;">643</td> <td>Ickford Learning Trust</td> <td>Photocopying 2 x Inv 1073 and 1074</td> <td style="text-align: center;">Feb/Mar 2018</td> <td style="text-align: right;">58.99</td> </tr> <tr> <td style="text-align: center;">DD</td> <td>EON</td> <td>Street Lighting</td> <td style="text-align: center;">Feb 2018</td> <td style="text-align: right;">57.15</td> </tr> <tr> <td style="text-align: center;">DD</td> <td>AVDC</td> <td>Neighbourhood Plan Maps and 30 mins Officer time.</td> <td style="text-align: center;">Feb 2018</td> <td style="text-align: right;">39.60</td> </tr> <tr style="background-color: #d3d3d3;"> <td colspan="4" style="text-align: right;">TOTAL</td> <td style="text-align: right;">3437.96</td> </tr> </tbody> </table>	Cheque No.	Payee	Item	Period	Amount	638	Mrs L Arnold	Expenses/Lock for Pavilion	March 2018	62.98	639	Glasdon UK	2 x litter bins	March 2018	405.41	640	Emily Davis	8 hours work on kerb sides	March 2018	120.00	641	Emily Davis	Zip Wire Revitalisation	March 2018	2,276.48	642	Mrs P Pointer	Clerks Salary/Expenses	Feb 2018	417.35	643	Ickford Learning Trust	Photocopying 2 x Inv 1073 and 1074	Feb/Mar 2018	58.99	DD	EON	Street Lighting	Feb 2018	57.15	DD	AVDC	Neighbourhood Plan Maps and 30 mins Officer time.	Feb 2018	39.60	TOTAL				3437.96	
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b)	b)	The accounts for January 2018 and February 2018 Income, Expenditure & Reconciliation for Feb/Mar were agreed and signed.	
427	411	To consider correspondence and other communications received since last meeting. Buckinghamshire Playing Fields Association – Annual Membership Clerk asked if the Parish Council wished to renew their annual membership for the BPPFA. It was agreed that Clerk would enquire as to the benefits of being a member and report back next month	<i>PP</i>
428	412	Meetings Attended on behalf of the Parish Council in the period Clerk reported on her Training Day at AVDC on 27 th Feb 2018 with regards to the new Data Protection Laws which are coming into fruition in May 2018. She explained that changes need to be made, with regards to emails, databases and paper copy files, as you will not be allowed to keep a person's information without their written permission. She explained that the bill has not yet been passed by Parliament so some issues are unclear. But it will be against the law not to appoint a Data Protection Officer, and at this moment in time there is conflicting information as to if the job can be undertaken by the Parish Clerk or a Councillor, or if an outside consultant will be needed. All agreed to hold back on any decisions until we know for certain what will happen. Clerk will keep Councillors informed as she receives more information. LAF Meeting to be held on 13 th March 2018 – No councillors were able to attend as Ickford's Parish Council Meeting was held on the same night. We hope to hear in the near future if Ickford were given the funding requested, as it was on the Agenda for the meeting.	<i>PP</i>
		Future meetings to be attended on behalf of Parish Council Buckinghamshire Community Funding Fair 12:30 to 17:00 on Wednesday 14 th March 2018. BK to attend	<i>BK</i>
429	397	Planning: To discuss planning applications and make recommendations and to include to those planning applications received after the agenda is published if urgent.	
a)		Outstanding Planning 17/02516/AOP – Ickford – Land off Turnfields, Ickford Bucks Outline application with all matters reserved for a residential development of up to 30 dwellings with associated open space and sustainable. Awaiting decision	
b)		Land at and to the rear of 42 Worminghall Road Ickford Buckinghamshire Ref. No: 17/03322/AOP Received: Sat 26 Aug 2017 Validated: Sat 26 Aug 2017 Status: Awaiting decision Ref. No: 18/00194/APP Received: Wed 17 Jan 2018 Validated: Fri 19 Jan 2018 Status: Awaiting decision Land at Ickford Road Shabbington Buckinghamshire Ref. No: 17/02974/ADP Received: Thu 03 Aug 2017 Validated: Thu 03 Aug 2017 Status: Awaiting decision Land Adjacent to Mellor House Ickford Road Shabbington, Bucks	
c)		Planning Approved in February 2018 17/04173/APP – ICKFORD St Nicholas Church, Church Road, Ickford. Demolition of shed and erection of a replacement of wooden shed. Approved 16.02.2018 17/04651- ICKFORD 35 Golders Close HP18 9QA Erection of Summer House in rear garden (retrospective) -Approved 19th February 2018 New Planning Applications received in March 2018 18/00322/APP 49 Sheldon Road Return extended by one day. No objection	<i>PP</i>

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d)		<p>18/00326/APP The Grange Barns, Church Road -return date 15th March 2018 5 No objections 1 objection</p> <p>18/00476/APP 6 Worminghall Road – return date 22 March 2018 No objection</p>	
430	397	<p>Open Forum for Parishioners (under adjournment) Two parishioners attended. Parish Council was asked if there was any update on the 3 Planning applications for the building of new houses. Chairman informed all that the application for Pound Ground Field is due to go to appeal, and the applicants have until 10th April 2018 to log their information. There is no update on the other two applications they are still waiting decision. The question was also asked regarding the cleaning of the Gullies in the village, as a parishioner had seen a David Einig lorry cleaning the gullies in Worminghall. Clerk will ask Worminghall Clerk if they are paying for this themselves or is it through TFB. Clerk will also contact Mr Smith at TFB to ask if the sweeper is available for use through them. Question was asked if the Parish Council intended to have a “tidy the village day” in the near future. It was agreed by the PC that this was a good idea and a date of Sunday 29th April 2018 was agreed. LA will do a poster for the Informer and Website. It was agreed that a list of the jobs that need doing would be the best way to organise the event. All Councillors agreed to make a list for the next PC meeting. BK offered to look at websites for costings on cleaning equipment.</p>	<p>PP</p> <p>PP</p> <p>LA</p> <p>ALL BK</p>
431	415	Village Maintenance & Landscaping	
a)		<p>ROSPA LA informed all that Emily has now completed the revitalisation of the Zip Wire, but unfortunately through nobody’s fault a lack of understanding/communication from parties concerned means there are some bits still PC would like completed. Clerk asked to write to Emily and ask her if she would quote for the work that she has discussed with LA.</p>	PP
b)		<p>Annual Maintenance Schedule Clerk asked to ask Emily to carry on with the other work around the village and to hold off on any more work on the gullies until after the clerk has information from Worminghall and TFB with regards to the Sweeper Lorry.</p>	PP
c)		<p>Liability Insurance for Contractors With regards to the Liability Insurance for the maintenance schedule work being carried out. Clerk informed PC she has spoken with Emily with regards to increasing her Liability Insurance to £5M or £10M, she has increased it herself to £5M and will come back to me with a quote for the cost of increasing it to £10M and then the PC will make a decision if to pay the difference.</p>	PP
d)		<p>Quotations for Grass Cutting Season Clerk showed the PC the two quotations she had received back from the 3 tenders she sent out that. It was agreed that Cartwrights were the cheapest and Clerk asked by the PC to inform them they have the contract for the 2018 season.</p>	PP
e)		<p>Action for snow clearing & road gritting in Icy and Snowy Weather Prices on a Spreader Machine is estimated at £195.00 Prices on smaller grit bins estimated at £40 for 50 litre capacities It was agreed that storage space would be needed in the village for the spreading machine and it was suggested that it could be stored in Shed at Pavilion. RB to telephone Mr David Crawford regarding the key.</p>	RB

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		<p>It was agreed to delay making a decision on the buying of spreading machine until we know if it can be stored.</p> <p>It was agreed that a decision will need to be made on procedures, with suggestions of a “shout out” on Face Book and Website informing people when the weather is bad where the equipment is kept if they want to use it. Decision will be made at the next PC meeting in April.</p> <p>Litter Bins</p> <p>LA reported she had bought 2 x litter bins as requested from Glasdon (UK) Ltd LA will install them and take away the old bins, but she needs some bolt croppers to undo the chain one on the bins.</p>	<i>LA</i>
432	416	Highways & Byways	
a)	a)	<p>Footpaths:</p> <ul style="list-style-type: none"> • PJ agreed to speak with people from Court Farm, and to arrange if they agree for the delivery of a new Stile. 	<i>PJ</i>
b)	b)	<p>MVAS:</p> <ul style="list-style-type: none"> • Clerk reported that the data for January 2018 was download and copy sent to TVP and Parish Councillors. Data for February was downloaded yesterday and sent to TVP and clerk will send copies to PC. • Mr Hudson has asked if it would be possible to purchase 2 x more posts for the MVAS machine to make the job of moving the machine easier. Clerk to get prices for next meeting. It was agreed in the meantime to ask Mr Hudson to move the MVAS machine every two months to make it easier on him. Clerk will still down load the data each month. 	<i>PP</i>
c)	c)	<p>Parking on corner of Bridge Road/ Sheldon Road & Road Safety:</p> <ul style="list-style-type: none"> • LA informed all that she now has a photograph of where the lines would be placed, they would be from Bridge Road around the corner on to Sheldon Road. She went on to say that Mr Smith of TFB had suggested extending the zig zag lines outside the school to help with the situation, whilst the original zig zag lines would be repainted FOC by TFB we would have to pay for the extended zig zag lines. The cost of doing the work is quoted at £434.28 including VAT for both. All agreed to go ahead with this plan • It was also agreed that once all the lines are in place a letter from the PC will be distributed via the school to all parents. 	<i>LA</i>
d)	d)	<p>Street Light</p> <ul style="list-style-type: none"> • Any new lights out to report? <p>It was agreed that the lamp light on Wормinghall Road is in need of repair. Clerk to report when Councillors (MA) have given her the code of the lamp.</p>	<i>PP/MA</i>
e)	f)	<p>“Go for Gold” Scheme</p> <ul style="list-style-type: none"> • LA said that she would revisit the Go for Gold Scheme once the lines are in place. • BK informed all that the parking letter had been placed in the Informer 	<i>LA</i> <i>TOA</i>
433	417	Communication & Publicity	
a)	a)	<p>Emergency Planning:</p> <p>AB reported that he and Nicola Dawson have met to review all the documents produced, last year, for this project. Nikki has volunteered to tidy up and collate my draft Emergency Plan document which we will pass to the Clerk for circulation to the Councillors so that at April’s meeting we can decide the next course of action.</p>	<i>AB</i>

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b)	b)	<p>Neighbourhood Plan: (NP) Clerk reported that the Funding for NP is now in the bank (£,2200) she also has received an invoice from AVDC for mapping and half hour of Officers time for MPS. (£39.60) She will show the funding on bank reconciliation as “ring fenced” for use of NP. She will also create a spread sheet showing amounts that have been spent for the NP.</p> <p>MA reported that they are continuing to make good progress with the NP and confirmed that Alan Hudson had joined and volunteered to do photocopying when needed. Also, David Connell has offered to facilitate a new website for the NP which will have a strong link through to the Ickford Community website. The next meeting of NP will take a week tomorrow, were the “Vision Statement” will be agreed. Also, discussion will take place with regards to a questionnaire being prepared for the residents of the village asking for information on how many bedrooms and cars are owned.</p>	PP MA
434	418	Village Organisations & "Institutions"	
a)	a)	<p>Sports Pavilion & Car Parking:</p> <ul style="list-style-type: none"> LA asked if all had seen her email of the 4 quotations for the work to be carried out on the Pavilion. All agreed they had, and it was agreed that two of the quotations were close in price and that AB would now produce a schedule of what actually needs to be covered by the quote and when it has been circulated and all agree, he will email it to the Clerk to send to the remaining to Builders, all agreed to this as it is best that we are perfectly clear what we want to be completed in the price of the quotation. LA reported that we now have been granted the £1000 funding for the new table and chairs. 	AB
b)	b)	<ul style="list-style-type: none"> LAF funding LA reported that the verdict on whether we get the LAF Funding for the Pavilion Carpark is on the Agenda at the LAF meeting this evening, so we should here very soon if we have been granted it. 	TOA
c)	c)	<ul style="list-style-type: none"> Changing of the locks on the Pavilion LA has now bought and replaced the lock on the Pavilion 	
d)	d)	<ul style="list-style-type: none"> Drains in Ickford Village Clerk reported that she had received 8 replies on the survey that was placed in the informer and RB has received 6. Clerk asked if it would be a good idea to put into the Informer again this month as a reminder, all agreed it was a good idea, because unless we have replies from most of the village it will be difficult to see if any problems are “isolated” to one house or if people in the same area are all having the same problems. 	
e)	e)	<ul style="list-style-type: none"> WI Noticeboard It has been decided to put this matter on hold for now. 	TOA
		<p>Please note: It was agreed that the APM meeting will take place on Tuesday May 15th 2018. Clerk to organise Apologies were received from LA and PJ for the PC meeting on 10th April 2018</p>	PP
435		<p>The next meeting was agreed as Tuesday 10th April 2018. The meeting closed at 09:45pm</p>	

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.

Please note these are “draft minutes” and at the next meeting on 10th April 2018 the minutes will be ratified and agreed by all Councillors present and signed by the Chairman Mrs L Arnold