**MINUTES OF THE ANNUAL GENERAL MEETING OF**

**ELLESBOROUGH PARISH COUNCIL**

**HELD ON TUESDAY 17TH MAY 2016 AT 7.30PM**

**IN ELLESBOROUGH PARISH HALL**

Present: Councillors:

 D Hayes (Deputy Chairman) M Glover

 M McGrail D Panikkar

 D Hares

 Parish Clerk: R Norris

 Also in attendance: Councillor D Carroll, Bucks County Council

 **Action**

**Item 4.1 Chairman.** Although Councillor Alexander was not present at the meeting, he had informed the Clerk that he was willing to remain as Chairman through the coming year. Accordingly, he was proposed and seconded for the position of Chairman for the coming year and was voted in unanimously.

**Item 4.2** **Chairman’s Declarations of Acceptance of Office.** The Clerk will arrange for Councillor Alexander to sign his Declaration of Office. RN

**Item 4.3 Deputy Chairman.** Councillor Hayes was proposed and seconded for the position of Deputy Chairman for the coming year and was voted in unanimously.

**Item 4.4 Vice Chairman’s Declaration of Acceptance of Office.** The Vice Chairman signed his Declaration of Office which was witnessed by the Clerk and accepted by the meeting.

**Item 4.5 Appointments.** The Councillors agreed that their responsibilities should continue as they are as follows:

1. Planning Comment Co-ordinator – Councillor McGrail.
2. Recreational Facilities (Playground, playing field and allotments) – Councillor Panikkar.
3. Transport and Road Safety – Councillor White.
4. Village Hall Management Committee – Councillor Glover
5. Footpaths, Rights of Way and Dog Control Orders – Councillor Hares.
6. Web Site and Parish Communication – Councillor White.

**Item 4.6** **Councillors Declarations of Acceptance of Office.** The Councillors present at the

 meeting signed their Declarations of Office which were witnessed by the Clerk and accepted by the meeting. The Clerk will arrange for Councillor White to sign his declaration. **RN**

**Item 4.7 Apologies.** Apologies had been received from Councillors Alexander and White.

**Item 4.8 Open Forum.** There were no members of the public present so nothing was discussed under this item.

**Item 4.9 Declarations of Interest.** There were no Declarations of personal or prejudicial interest from the Councillors present at the meeting for items on the agenda. All the Councillors present confirmed that there had been no changes to their previous declarations and signed new ones. The Clerk will arrange for Councillors Alexander and White to sign their new declarations. **RN**

**Item 4.10 Minutes.** The minutes of the meeting held on 29 March 2016 were unanimously approved and duly signed, and the minutes of last year’s Annual Parish Meeting were approved and will be signed at the meeting on 26 May 2016.

**Item 4.11 Road Safety Issues.**  The only topic discussed was the VASs and whether or not they should be moved around within the village. Peter Tilbury, although no longer a councillor, was still moving them and recharging the batteries. Councillor Glover and McGrail agreed to discuss the situation with Peter Tilbury and see whether or not they should take over from him. **McG,MG**

**Item 4.12 Recreational Facilities.** Discussing the Adult Fitness Equipment that had been installed, all present agreed that it was a good facility for the village and Councillor Panikkar was to be congratulated for her efforts in getting it installed. The Clerk raised the question of insurance and that he had had a quote of £121.26p to insure the items for £6369.90 under the All Risks section of our insurance. The meeting agreed that the equipment should be insured and the Clerk was to go ahead and arrange this. (Clerk’s Note: the insurance has been arranged) **RN**

**Item 4.13 Finance.** The following payments were approved:

Practical Computing (Laptop maintenance) 800014 £170.00

Wickstead Leisure (Repair to roundabout) 800015 £130.20

Rialtas (Training on Accounts Software) 800016 £104.40

Ellesborough Parish Hall (Hire 16 March) 800017 £16.00

House of Lords (HS2 Petition) 800018 £156.92

Fresh Air Fitness (Adult Fitness Equipment) 800019 £5441.03

Steve Webb (Grass cutting April) 800020 £754.94

L Alexander (Drinks licences for QB Celeb) 800021 £42.00

C & A Fencing (Playground repairs etc) 800022 £1190.00

A Weston (Internal Audits 2015 & 2016) 800023 £55.00

Smoking Rocket (New website) 800024 £750.00

The following payments were made:

BALC (Annual Subscription) 800025 £127.33

Zurich Insurance (Insurance of Adult Fit Equip) 800026 £121.26

The Clerk presented to the meeting the Bank Reconciliation Statement as at 31 Mar 16, the completed documentation for the Annual return for the year ending 31 Mar 2015 and a copy of the Asset Register as at 31 Mar 2016. The figures were agreed by the meeting and it was proposed and agreed unanimously that Councillor Alexander should authorise and sign the Annual Return for external audit. The Clerk is to arrange this and for the return to be submitted. The Clerk reported that Steve Webb , our grass cutting contractor, had provided a quote of £10.42 per cut, for cutting the grass in the Adult Fitness Area which works out at an additional sum of £166.66 per year. It was proposed an unanimously agreed to accept this quote. The Clerk is to inform the contractor of this decision. **RN**

**Item 4.14 Annual Parish Meeting.** The Clerk advised that the meeting has been advertised on the Parish Notice Board together with the minutes of last year’s meeting. Because of the poor attendance in previous years, the Clerk is only to prepare 10 copies of the paperwork for members of the public. The Chairman is to include the Affordable Housing project in his report and Hastoe will provide some literature for distribution. The Clerk will present the accounts, and Councillor Hayes suggested that the point should be made that despite inflation, Ellesborough actually managed to reduce its precept for this financial year. **RN**

**Item 4.15 Planning.** Councillor McGrail briefed the meeting on the outstanding planning issues, none of which he felt required comment from the Council. The Dropshort Barn saga continues with Wycombe District Council still not having made a decision. The application for 109 Chalkshire Road which has been refused is being appealed.

**Item 4.16 HS2.** The Clerk reported that whilst our petition had been accepted by the House of Lords, some 102 from Wendover, Dunsmore and the rest of the Chilterns are being challenged by HS2 Ltd. Also because Ellesborough was omitted from the visit programme for the House of Commons committee, the Clerk has written to Jackie Copcutt (HS2 at Bucks CC) asking her to ensure that Ellesborough is included in any arrangements made for the House of Lords Select Committee visit. We will be informed when we will have to appear before the committee but it is unlikely to be before July.

**Item 4.17 Affordable Housing.** The Clerk reported that Elizabeth Leyland from Hastoe had come to the village on Monday to look at possible sites and that he had taken her around the village so that she could see each site and assess its suitability. Her intention is to consult with the planning authority at WDC to see what their comments are before proceeding to the next stage of the project.

**Item 4.18 Queen’s Birthday Celebrations.** Councillor Glover said that the arrangements were progressing well, however, the costs may just exceed the £2000.00 budget previously agreed. The Clerk understood that it is unlikely that the costs will exceed the budget by much but that if an additional £500.00 were authorised that would be more than enough. It was proposed and agreed unanimously that an additional £500.00 be allocated to the budget for the celebrations. The meeting discussed the problems with obtaining the road closure licence, which had been going to cost £800.00 but by applying as the Church Hill Charity, the cost was zero.

**Item 4.19 Clerks report and Correspondence, Circulars and Consultation Documents.** The Clerk handed out copies of 2 documents that had been received. The first concerned Field in Trust which is an organisation that protects in perpetuity playing fields and green spaces. The Clerk said that no decision needed to be made now but that he would include it on the agenda for the next meeting. The 2nd document was a request from Kimble PC for Ellesborough to contribute towards the costs of investigating the problems and possible solutions to the parking problems around Great Kimble School. Because many children from Ellesborough attend the school the meeting did feel that it was fair that Ellesborough should contribute towards the costs. Accordingly, it was proposed and unanimously agreed that Ellesborough would be willing to contribute one third of the costs which are over and above the grant from the LAF up to a maximum of £822.00. The Clerk is to advise Kimble PC of this decision. **RN**

**Item 4.20 Footpaths, Stiles and Gates.** Councillor Hares reported that Mr Sweeney had had some improvements carried out on the path down to the “new” graveyard and whilst the work was not perhaps to the highest standard, it was an improvement. Whilst the contractor was there he had asked him to provide a quote for improving the path from the gate by the main road to the main churchyard boundary wall. To excavate the path, remove the material, and fill it with compacted planings, the quote for the 50 yards of path was £3200.00 + VAT. The meeting agreed that Councillor Hares should discuss the plan with the Church warden and the PCC before any decision is taken. **DH**

**Item 4.21 Dunsmore.** Councillor White who at short notice had been unable to attend the meeting had informed the Clerk that he had been unable to contact Spittles to get the work done on the kissing gates and the hurdle and could he have the contact details of the other fencing contractor that we are using. The Clerk will send him the details of C & A Fencing who has carried out the work around the playground and the Adult Fitness area. **RN**

**Item 4.22 Matters of Report.** Councillor Panikkar reported that there had now been 2 incidents at the playing field where one of the allotment tenants had been abusive to one of the boys and one of the adults from Risborough Rangers. She has spoken to the person concerned and also been present at the ground on a Sunday morning. Hopefully, this will be the end of the matter as the Council does not wish to spoil the good relationship that it has with Risborough Rangers. Additionally, she has been contacted by Mr Sweeney in his role at the chairman of Ellesborough Relief in Need, as they wish to donate £2000.00 towards some equipment or seating for the benefit of the parish. She has some suggestions for both the playground and for seating and will continue to liaise with him.  **DP**

Councillor Carroll Reported that Bucks CC was investigating the business case for establishing a unitary authority which would effectively remove one layer of beaurocracy by doing away with the district councils.

**Item 4.23 Next Meeting.** The next Parish Council Meeting will be on 19 July 2016 at 7.30pm in the Parish Hall.

The meeting closed at 20.19 hrs.

Signed

Councillor Robert Alexander

Chairman

Ellesborough Parish Council