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MINUTES FULL PARISH COUNCIL MEETING

Monday 25th January 2021, 7.30pm Held remotely via Zoom

Present: Cllrs Mrs. Aston, Mr. Brown, Mr. Hoare, Mr. O'Hanlon, Mr. O'Loughlin, Ms.

Poole, Mr. Sharp, Mr. Thawley and Mr. Truesdale (Chair).

Bucks Cllrs: Mr. Foster.
Clerk: Ms. Gilbert.
Deputy Clerk: Mrs. Marsden.
Assistant Clerk: Ms. Griffiths.
4 members of the public.

PC21 52 APOLOGIES

Longstanding apologies for absence were received and accepted from Mr Wheeler. No apologies were received from Mr Young for his absence. Mr O'Loughlin experienced some technical difficulties at the start of the meeting.

PC21 53 DECLARATIONS OF INTEREST

Mrs Aston declared an interest in Haddenham Tennis Club, Haddenham Village Hall Management Committee and Haddenham Youth Club. Mr Sharp declared an interest in Haddenham Community Library. Mr Truesdale declared an interest in Haddenham Youth Club.

PUBLIC PARTICIPATION

A member of the public asked a question following the presentation on the budget and precept, as to whether the council foresees any unplanned circumstances that might affect the budget.

Mr O'Hanlon explained that the council keeps a contingency reserve, which allows it to cope with any emergencies or unforeseen costs.

PC21 54 MINUTES

The minutes of the meeting held on 14th December 2020 were AGREED as a true record and signed.

Mr. O'Loughlin was able to resolve his technical issues and joined the meeting fully at this point.

PC21 55 FINANCE REPORTS

- (i) The finance reports for quarter ending 31st December 2020 were received. There is a surplus of £17,528. This is partly due to a delay in some work as a result of Covid-19 restrictions. It is projected that the surplus will decrease in the next quarter.
- (ii) The list of payments to 31st December 2020 was noted (see appendix 1).

PC21 56 BUSINESS PLAN AND PRECEPT SETTING FOR 2021-22

- (i) The Business Plan for financial year 2021-22 was reviewed and AGREED and will be published on the Parish Council website.
- (ii) The budget for financial year 2021-22 was reviewed and AGREED and will be published on the Parish Council website.
- (iii) The precept for 2020-21 was AGREED to be set at £387,870 based on a tax base of 2559 and a band D equivalent of £151.57, which is an increase of 2.94% from £147.25 for 2020-21.

PC21 57 VILLAGE HALL – DAY CENTRE REFURBISHMENT

- (i) The Clerk reported that work is largely on schedule but has been delayed by around two weeks due to complications removing the pillars from the former Day Care Centre. The Clerk has another meeting with the contractors in February and it is anticipated that a completion date will be provided then.
- (ii) A report on the expenditure to date was received and it was noted that the contingency is now close to being used with additional work identified or requested that would exceed the budget. It was PROPOSED and AGREED to fund the additional work as itemised and top-up the contingency budget to £5,000.
- (iii) A report on water damage in the Mabel Parkinson extension was received. It was AGREED to proceed with investigations into the roof to identify the source of the leak, which is currently not clear, but could require a replacement roof. A budget of £6,000 had been allowed within the capital asset reserve to hopefully cover the cost.

PC21 58 POLICIES AND PROCEDURES

It was AGREED to adopt the following policies:

- (i) Equality and Diversity Policy
- (ii) Anti-bullying and Harassment Policy
- (iii) Communications Policy
- (iv) Child Protection Policy
- (v) Complaints Procedure
- (vi) Investment Strategy
- (vii) Training Policy

PC21 59 DIRECT DEBITS

The list of direct debits was APPROVED.

PC21 60 TRANSFER OF LAND AT HADDENHAM AIRFIELD

The Final Certificate has been issued and the Parish Council received the commuted sum in respect of the land transfer today. It is anticipated that the land transfer will now complete.

PC21 61 TRANSFER OF LAND AT ASTON ROAD

It was noted that a meeting with Dandara has been scheduled in early February to discuss the timing of the transfer of parcels of land to the Parish Council.

PC21 62 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

CALA homes has been in touch regarding the transfer of the streetlights at Platers Road. The Parish Council will be adopting these in the near future.

PC21 63 UPCOMING MEETINGS

Monday 15 th February 2021	Planning Committee	19:00
	Full Council	20:00
Monday 8 th March 2021	Planning Committee	19:00
	Environment Committee	19:30
Wednesday 17 th March 2021	Allotments Committee	09:30

CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 8.59pm

Signed:	Date: 15 th February 2021
Chair	

Appendix 1

	ount				
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/11/2020	Buckinghamshire Council	DD	£ 65.00	20241	pavilion rates
	British Gas Lite	DD	£ 23.76	20232	Workshop electric Oct
	Everflow Limited	DD	£ 162.19	20230	water supply Dec20
	Royal British Legion	6195	£ 100.00	20229	Donation to Poppy Appeal
12/11/2020		DD	£ 49.46	20242	Phone / Internet / Mobile
	John Wheeler	BACS	£ 22.48	20213	reimbursement bags / key fob
	David Truesdale HEC Grants x2	BACS BACS	£ 363.97 £ 330.00	20214	reimburse headset / inks HEC Grant 2020
	Jet Construction (MK) Ltd	BACS	£ 81,313.07	20217	Parish Centre Refurb #1
	The Cox Clifford Partnership	BACS	£ 648.00	20218	Structural survey pillars
13/11/2020	•	BACS	£ 307.19	20219	photocopier hire / usage
	Microshade Business Consultant	BACS	£ 252.60	20220	hosted services
13/11/2020	Snapper Media	BACS	£ 95.00	20221	Hdm Hamper new addtions
13/11/2020	Play Inspection company	BACS	£ 324.00	20222	Play Areas Annual Inspect
13/11/2020	Ace Pest Control	BACS	£ 85.00	20223	rodent control
13/11/2020	Michael Whitney	BACS	£ 225.00	20224	RoW cuts Sept/Oct
13/11/2020	DM Payroll Services Ltd	BACS	£ 102.00	20225	payroll services Apr-Sept
	Community Impact Bucks	BACS	£ 30.00	20226	Subscription payment 2
	ARD (ABA Construction) Ltd	BACS	£ 168.00	20227	Play Area Q2 inspection
	Crescent Garden Services	BACS	£ 225.00	20228	churchyard maintenance Oct20
	Public Sector Deposit Fund Lloyds Charge Card	Transfer Transfer	£ 25,000.00 £ 56.99		Transfer current to PSDF
	SSE Southern Electric	DD	£ 56.99 £ 882.01	20233	Pay October Statement street light electric Oct20
17/11/2020		DD	£ 725.68	20235	Pension Contrib Nov20
	Buckinghamshire Council	DD	£ 90.00	20231	Eurobin hire / empty Oct20
	Lloyds Bank	DD	£ 5.00	20234	bank charge 10/09-09/10/20
27/11/2020	Salaries	BACS	£ 5,934.02		salaries Nov20
27/11/2020	HMRC	BACS	£ 1,935.84	20240	Tax/ NI Nov20
05/12/2020	Buckinghamshire Council	DD	£ 65.00	20265	pavilion rates Dec
10/12/2020	British Gas Lite	DD	£ 26.87	20266	workshop electric Nov20
	John Wheeler	BACS	£ 11.04	20249	reimburse bin bags dustpan
	Lauren Riley	BACS	£ 165.00	20450	HEC Grant 2020
	Mick Philips	BACS	£ 80.54	20251	reimburse pond accessories
	Aspire Community Works	BACS	£ 21,977.88	20252	village maintenance
	Lock & Key Centre Zurich Insurance plc	BACS	£ 90.00 £ 4,094.30	20253 20254	pavilion door lock repair PC insurance 10/20-10/21
	Earth Anchors Ltd	BACS BACS	£ 4,094.30	202555	bench fixing kits x3
11/12/2020		BACS	£ 155.33	20256	training courses
	Buckinghamshire Council	BACS	£ 470.00	20257	Building Regs Inspection
	Complete Tree Services	BACS	£ 474.00	20258	Orchard Boundary Trees
	Jet Construction (MK) Ltd	BACS	£ 38,918.64	20259	Payment certificate #2
11/12/2020	Crescent Garden Services	BACS	£ 275.00	20260	churchyard maint & ivy remove
11/12/2020	T&J BMX Track Specialist	BACS	£ 3,504.00	20261	BMX track annual maint
11/12/2020	Microshade Business Consultant	BACS	£ 302.70	20262	hosted services
	IAC Audit & Consultancy	BACS	£ 420.00	20263	Interim Internal Audit 20/21
	The Cox Clifford Partnership	BACS	£ 216.00	20264	structrual survey extra visit
	Everflow Limited	DD	£ 160.81	20275	water supply
13/12/2020		DD	£ 49.46	20248	phone/internet/mobile
	Buckinghamshire Council Lloyds Charge Card	DD CC	£ 66.75 £ 240.59	20267	eurobin hire / empty Nov Charge Card November
	SSE Southern Electric	DD	£ 240.39 £ 810.87	20274	street light electric Nov
	Wybone Limited	BACS	£ 533.95	20274	2x dog bins & posts
	GeoXphere Limited	BACS	£ 96.00	20277	Parish Online subs
	Snapper Media	BACS	f 190.00	20278	HDM Hamp additions
17/12/2020	• •	BACS	£ 650.40	20279	signs permissive path
	Public Sector Deposit Fund	Transfer	£ 99,990.00		Transfer to PSDF
24/12/2020		BACS	£ 6,060.66		salaries Dec20
24/12/2020	HMRC	BACS	£ 2,027.80	20272	Tax / NI Dec20
24/12/2020		DD	£ 743.60	20273	pension contribs Dec20
29/12/2020	Lloyds Bank	DD	£ 42.70	20247	bank charge 10/10-09/11
	Total		£302,223.12		
Charge Card					
	Waitrose & Partners	CC	£ 5.00	20210	Printer Paper
	Waitrose & Partners	CC	£ 7.00	20211	notebooks x2
31/10/2020	Snapper Media	CC	£ 44.99	20212	HDM Hamper hosting mgt
	Total		56.99		