

Nash Parish Council (NPC)

Minutes of the Annual Meeting of the Parish Council held on Thursday 26 May 2022, commencing at 7.40pm, in Nash Village Hall.

Present: Cllr Williams (Chair); Cllr Carter; Cllr Collins; Cllr Hickey; Cllr Wyke; Cllr York; Buckinghamshire Council, Cllr Sir Beville Stanier.

In Attendance: Alison Robinson (Clerk) and 2 members of the public.

1 Nomination and Acceptance of the Chair

- 1.1 Cllr Williams resigned as chair.
- 1.2 The nomination of Cllr Williams as chair was proposed by Cllr Collins, seconded by Cllr Wyke, and his reappointment was **approved** by a majority vote.
- 1.3 Cllr Williams confirmed his acceptance.

2 Nomination and Acceptance of a Vice Chair

- 2.1 Cllr Hickey resigned as vice-chair.
- 2.2 The nomination of Cllr Hickey as vice chair was proposed by the Chair, seconded by Cllr Collins, and her reappointment was **approved** unanimously.
- 2.3 Cllr Hickey confirmed her acceptance.

3 Casual Vacancy

- 3.1 Following the resignation of Chandra Shekar, the notice of vacancy was published on 17 May with a deadline of 8 June 2022. Unless 10 electors requested an election by the deadline, a new councillor then be co-opted to the casual vacancy. NPC expressed gratitude to Chandra Shekar for his significant contribution and wished him well with his forthcoming move.

4 Apologies for Absence

- 4.1 There were no apologies.

5 Declaration of Interest in Items on the Agenda

- 5.1 No interests were declared.

6 Minutes of the Previous Meeting

- 6.1 NPC **resolved** to approve the minutes of the meeting held on 17 March 2022, which were then signed by the Chair as an accurate record.

7 Public Participation Session

- 7.1 No matters were raised.

8 Planning

- 8.1 **22/01000/ALB** - Church Farm 4 Stratford Road Nash MK17 0ES
Listed building application to remove cement mortar in approximately 1m of stone wall and replace with lime mortar.
- 8.2 NPC **resolved** to endorse the application supported consultation response prepared by Cllrs Carter and York.

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- 8.3 **22/00728/CPE** - Holywell Farm House, Thornton Road, Nash, MK17 0EY
Certificate of Lawfulness for the existing use of stables (formerly an agricultural barn).
- 8.4 NPC **resolved** to endorse the no objection consultation response prepared by
Cllrs Hickey and Wyke.

Nash Neighbourhood Plan

- 8.5 The Chair of the Nash Neighbourhood Plan Committee confirmed the examiner had now been appointed by Buckinghamshire Council and was expected to start work shortly. The timing of the next stage would in part be determined by Buckinghamshire Council. When the timing had previously been discussed NPC had agreed it was important to avoid the referendum in the summer holiday period.

9 Matters Around the Village

Nash Recreation Ground and Play Area

- 9.1 Cllr York reported:
- (a) Most of the feedback about the refurbished play area had been positive.
 - (b) He would be overseeing the installation of the additional gate and picnic unit on 2 June 2022 when he hoped the final snagging would be completed.
 - (c) He had undertaken to carry out remedial work to address the rabbit holes before the jubilee event took place on 4 June.
 - (d) It might be necessary to reseed some of the play area grass in the autumn.
- 9.2 NPC congratulated and thanked Cllr York for all his work. He was also thanked for donating the new football nets.

The Pond

- 9.3 Cllr Hickey explained it was proving difficult to obtain quotes for the pond redevelopment project. She talked about the limited scope of the quote circulated for the meeting and said she was expecting another quote shortly that was more likely to meet the requirements.

Flagpole

- 9.4 Cllr Collins confirmed planning permission was not required for a Nash flag if the proposed competition was to go ahead. He asked for the residents who donated the rock on which the plaque had been mounted and the resident who was restitching the union flag to be thanked in the minutes.
- 9.5 NPC **resolved** to:
- (a) Purchase a St George's flag.
 - (b) Proceed with a community competition to design a flag for Nash.
 - (c) Thank Cllr Collins for all his work and for undertaking to fly the Union and St George's flags in accordance with the relevant rules. Assuming the proposed flag for Nash went ahead, it would be flown when the Union and St George's flags were not.

Action: Clerk to purchase St George's flag, advise W&VCB of the project completion and request the grant funding. Cllr Williams to instigate the community competition to design a flag for Nash.

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Nash Exchange

- 9.6 Following discussion of an oral report from the Chair, NPC **resolved** to ask him to write to Myles Millward, Senior Planning Compliance and Enforcement Officer, Buckinghamshire Council, to elicit a conclusion to the investigation.

Action: Cllr Williams to take forward.

The Old Chapel Graveyard

- 9.7 Cllr Carter explained the £10,000 offered by the trustees to NPC for the ownership of and responsibility for the Old Chapel Graveyard was the amount allocated in the original Trust Deed for its upkeep. The transfer of the lump sum required the agreement of the Charity Commission. He said the interest from the lump sum should be sufficient to cover the required extension of NPC's insurance and for the time being the volunteer group would continue to maintain the Old Chapel Graveyard without charge. The Chair acknowledged the need for 'topple testing' and confirmed it would be undertaken if ownership was transferred to NPC.

- 9.8 NPC **resolved** to offer to purchase the Old Chapel Graveyard for £1 conditional upon the Charity Commission agreeing to the transfer of the £10,000 lump sum.

Action: Clerk to write to the Trustees.

Nash in Bloom

- 9.9 The Chair talked about how well the initiative had progressed in a relatively short time. He said there was now a need to identify a community co-ordinator to continue to take it forward. He thanked Cllr York on behalf of NPC for agreeing to arrange a bank account for Nash in Bloom and for reimbursement to be made to the resident who had covered the materials costs.

Action: Cllr York to take forward.

Bat and Bee Boxes

- 9.10 Cllr Collins said most of the boxes had now been installed. Once the final boxes were installed, he would provide the Clerk with a map of the box locations. Cllr Collins was thanked for undertaking the project.

Action: Cllr Collins to complete the project.

Footpaths and Hedgerows

- 9.11 NPC **resolved** to ask the Clerk to write to the resident who had expressed concern about a hedge in the village to explain the parish council had no jurisdiction over privately owned hedges. She should suggest it be raised directly with the owners and mention hedge cutting was legally restricted by DEFRA during the breeding season.

Action: Clerk to take forward.

Post-box

- 9.12 The response received from the Postal Review Panel to the escalated complaint acknowledged, despite the multiple assertions to the contrary by Royal Mail, that Buckinghamshire Council not NPC was consulted. Although it was unclear whether the request from the Postal Review Panel for the engineer to revisit would be taken forward by Royal Mail, the Clerk had stressed the importance of NPC being represented and consulted.

Action: Clerk to ensure the matter remained on the agenda.

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Litter Pick Between the Villages

- 9.13 Cllr Collins suggested he write to Nespresso and Strongbow asking these companies to sponsor the removal of the empty coffee pods and cans which accounted for most of the litter between the villages. In the meantime, the decision about whether to hold another litter pick in the autumn was deferred.

Action: Cllr Collins to write on behalf of NPC as proposed.

Road and Street Signs

- 9.14 Cllr Chilver had arranged for the area technician to order a replacement for the missing Nash sign. Cllr Stanier undertook to raise the other road and street signs which were either missing or required repair with the area technician if NPC provided the information required to do so.

Action: Clerk to prepare draft response and then ask NPC to check it and provide input so the requested information could be sent to Cllr Stanier.

10 Finance Report

Payments and Receipts

- 10.1 NPC **resolved** to approve the following payments:

NPC Cashbook Financial Year 2021/22 - Payments			
Date of Payment	Recipient	Description	Total Expenditure
01/03/2022	Npower (for eon)	Streetlighting December	£66.30
10/03/2022	Gary White	Shared skip for bus shelter project	£85.00
18/03/2022	Alison Robinson	Printer Ink	£15.89
18/03/2022	Nash Village Hall	Hall hire, PO box 1.10.21 - 31.3.22	£192.00
21/03/2022	Signline MK Limited	Recreation Ground Closure Signs	£28.80
21/03/2022	Flagpole Express	Flagpole	£174.00
21/03/2022	HSBC	Current account charge February	£8.00
29/03/2022	Alison Robinson	Flag reimbursement	£21.99
29/03/2022	HMRC	PAYE January - March	£206.00
29/03/2022	Alison Robinson	Salary Jan - Mar, backpay and WFH	£899.32
Total			£1,697.30

NPC Cashbook Financial Year 2022/23 - Payments			
Date of Payment	Recipient	Description	Total Expenditure
20/04/2022	William Smith	Rodent control	£300.00
22/04/2022	Npower for eon	Streetlighting January and February	£122.58
22/04/2022	HSBC	Fees March	£8.00
25/04/2021	BMKALC	Annual subscription	£77.14
24/04/2022	NVHC	PO box and hall hire 1.10.21 - 31.3.22	£192.00
26/04/2022	Npower for eon	Streetlighting March	£58.95
28/04/2022	Alison Robinson	Consumables reimbursement	£13.00
28/04/2022	Bridget Knight	Internal Auditor	£90.00
Total			£861.67

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10.2 NPC noted the following receipts:

Nash Parish Council Financial Year 1 April 2021 - 31 March 2022			
Date	Received From	Description	Amount
04/03/2022	HSBC	General Reserve Interest	£0.37
04/03/2022	HSBC	Asset Reserve Interest	£0.08
		Total	£0.45

Nash Parish Council Financial Year 1 April 2022 - 31 March 2023			
Date	Received From	Description	Amount
01/04/2022	Buckinghamshire Council	Devolved grass contribution	£1,568.13
12/04/2022	Buckinghamshire Council	Precept first instalment	£9,250.00
22/04/2022	HMRC	VAT recovery financial year 2021/2	£886.68
26/04.2022	Buckinghamshire Council	S106 funding (£716 still to claimed)	£37,000.00
Total			£48,704.81

The Current Financial Position

10.3 NPC noted the financial position on 31 March and 30 April 2022:

Bank Statement Balance as at 31.3.22			
Current/Community Account	21211633		£1,101.63
General Reserve Account	31211862		£14,249.15
Asset Reserve Account	41212850		£2,892.91
Total Bank Accounts			£18,243.69

Cash Book			
Opening Balance as at 01.3.22			£19,940.54
Add Receipts			£0.45
Less Payments			£1,697.30
Closing Balance as at 31.3.22			£18,243.69

Bank Statement Balance as at 30.4.22			
Current/Community Account	21211633		£48,944.77
General Reserve Account	31211862		£14,249.15
Asset Reserve Account	41212850		£2,892.91
Total Bank Accounts			£66,086.83

Cash Book			
Opening Balance as at 01.4.22			£18,243.69
Add Receipts			£48,704.81
Less Payments			£861.67
Closing Balance as at 30.4.22			£66,086.83

Finance Group Report and Recommendations

10.4 The Finance Group met on 16 May 2022 and agreed to put forward the following recommendations for approval by NPC:

- (a) The cost of training for new councillors should in future be repaid on pro-rata basis if a new councillor resigned within 12 months of accepting office.
- (b) NPC should pay for any items of basic office equipment required by the new clerk. Cllrs Colins and Hickey may be able to donate some surplus items.

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- (c) NPC should pay the increased rate requested by the contractor for the parish grass cutting. The contractor was currently running the business at a loss and was seeking an increase from £2,549 to £2,677.85. It was largely affordable from the £2,676 budget allocation. However, there would no longer be a contingency to cover any additional work which may be needed.
- (d) NPC should pay the increased rate requested by the contractor for the devolved grass cutting. The contractor was running the business at a loss and was seeking an increase from £440.50 pcm to £460 pcm. The increased cost for 2022 was £3,220. The NPC 2022/3 budget allocation was £1,516 and the Bucks Council contribution was now £1, 522.46 (total £3,038.46).
- (e) Buckinghamshire Council should be asked to increase the contribution it provided to help meet the increased cost of devolved grass cutting.
- (f) The updated asset register.
- (g) The insurance renewal.
- (h) The reappointment of Bridget Knight as Internal Auditor for 2022/3 financial year.
- (i) The continuation of the Finance Group.

10.5 NPC **resolved** to approve the recommendations from the Finance Group.

Action: Clerk to take forward.

11 Buckinghamshire Council

11.1 Cllr Stanier reported Cllr David Goss had been appointed as the new Chair of the Winslow and Villages Community Board.

11.2 Cllrs Carter and Wyke asked about the funding of the widespread mobile traffic notice signs. The need to correct the spelling error in one of the messages from 'trough' to 'through'.

Action: Cllr Stanier to investigate the funding source. Cllrs Collins and Wyke to provide Cllr Stanier with the location(s) of the mis-spelt sign.

12 Governance Matters

Standing Orders and Financial Regulations

12.1 NPC **noted** Cllr Carter intended to present a proposed revision to standing order 13 clause 4d at the July meeting.

12.2 NPC **resolved** to approve for the Standing Orders and Financial Regulations for readoption.

Councillors' Responsibilities and Representation on External Bodies

12.3 NPC **resolved** to approve the continuation of the current responsibilities. Cllr Carter confirmed he would continue to represent NPC on various external bodies.

13 Internal Audit Financial Year 2021/22

13.1 NPC **resolved** to approve the Internal Audit Report.

13.2 NPC **resolved** to approve the 2021/22 Annual Governance Statement.

13.3 NPC resolved to approve the 2021/22 Annual Accounting Statement.

13.4 NPC resolved to approve the 2022/22 Certificate of Exemption.

13.5 NPC noted the arrangements for the Exercise of Public Rights.

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14 Urgent Matters for Report and/or the Next Agenda

14.1 Cllr York said he had been approached by a concerned resident with a mobility scooter which s/he had to drive on the road to get into the village.

Action: Cllr York to email Cllr Stanier with the relevant information.

15 Next Meeting

Post Meeting Note:

15.1 The next meeting has been **rescheduled**. It will now be held on **Tuesday 12 July** at 7.30pm in Nash Village Hall.

Meeting closed at: 9.10 p.m.

Chair's signature:

Date: