

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
ELLESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 15TH MAY 2018 AT 7.30PM  
IN ELLESBOROUGH PARISH HALL**

Present:

Councillors:

D Hares (Acting Chairman)

M Glover

A White

Parish Clerk: R Norris

**Action**

**Item 3.1 Chairman.** Although Councillor Panikkar was not present at the meeting, she had informed the Clerk that she was willing to take up the post of Chairman through the coming year. Accordingly, she was proposed and seconded for the position of Chairman for the coming year and was voted in unanimously.

**Item 3.2 Chairman's Declarations of Acceptance of Office.** Subsequent to the meeting the Clerk will witness Councillor Panikkar's Declaration of Acceptance of Office.

**Item 3.3 Deputy Chairman.** Although Councillor Alexander was not present at the meeting, he had informed the Clerk that he was willing to take up the post of Deputy Chairman through the coming year. Accordingly, he was proposed and seconded for the position of Deputy Chairman for the coming year and was voted in unanimously.

**Item 3.4 Vice Chairman's Declaration of Acceptance of Office.** Subsequent to the meeting the Clerk will witness Councillor Alexander's Declaration of Acceptance of Office.

**Item 3.5 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 3.6 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 the remaining Councillors to sign their declarations.

**RN**

**Item 3.7 Apologies.** Apologies had been received from Councillors Alexander, McGrail, Hayes and Panikkar.

**Item 3.8 Open Forum.** There were no members of the public present so nothing was discussed under this item.

**Item 3.9 Declarations of Interest.** There were no Declarations of personal or prejudicial interest from the Councillors present at the meeting for items on the agenda.

**RN**

**Item 3.10 Minutes.** The minutes of the meeting held on 20 March 2018 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 25 May 2017.

**Item 3.11 Road Safety Issues.** The meeting noted that Councillor Hares and the Clerk are to meet with the Local Area Technician on 5 June to discuss the drain problem on the Missenden Road. The subject of potholes in the new road surface will also be raised with him. Speeding still remains an issue. The Clerk is to see if he can contact PC Churchill who recently carried out some survey work in Chalkshire Road and see if the results may be given to the Council. The Clerk is also to ask David Carroll if he can chase up Bucks CC with regards to Average Speed Cameras.

**RN**

**Item 3.12 Recreational Facilities.** The meeting noted that Councillor Panikkar was obtaining quotes for the refurbishment of the equipment in the playground and on the playing field. With the new contract being let for grass cutting in the parish, the Clerk is to contact Steve Webb and ask for an additional dog bin to be put in Chalkshire Road near to the footpaths that cross the road just south of Malt Farm.

**RN**

**Item 3.13 Finance.** The following payments were approved:

BALC (Annual Subscription)	800107	£135.32
Rialtas (Accounts Software Maintenance)	800108	£139.20
Ellesborough Parish Hall (Hire - 20 March 18)	800109	£15.00
M Nicholson fencing (Dunsmore Stiles)	800110	£576.00
Rialtas (New Codes and Cost Centres)	800111	£180.00

No further payments were made.

The Clerk presented to the meeting the Bank Reconciliation Statements as at 15 May 18 the completed documentation for the Annual Return for the year ending 31 Mar 2018 and a copy of the Asset Register as at 16 May 2017. The figures were agreed by the meeting and it was proposed and agreed unanimously that Councillor Panikkar should authorise and sign the Annual Return for external audit. The meeting approved the Annual Governance Statement in the Annual Return and the Clerk is to arrange for it to be submitted. The meeting noted that the current account was currently standing at ££21,472 and the savings account at £35,273. Although the interest rate is not particularly high, the meeting concluded that any interest is better than none. Accordingly, the Clerk is to investigate what penalties, if any, are incurred in transferring money between the accounts.

**RN**

**Item 3.14 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. This year the parish email list will also be used to advertise the meeting. Councillor Glover gave his apologies and will not be able to attend the meeting.

RN

**Item 3.15 Planning.** Nothing was discussed under this heading.

**Item 3.16 Affordable Housing.** Since the meeting between Hastoe and Wycombe DC nothing further has been heard. The Clerk is to ask Hastoe for an update (Clerk's Note: Hastoe have been asked to provide a brief for the Annual Parish Meeting).

**Item 3.17 Clerks report and Correspondence, Circulars and Consultation Documents.** The Clerk reported that 3 bids had been received for the Ellesborough Grass Cutting Contract which is to run for 5 years until the end of 2023. The costs varied by nearly £8000 over the term of the contract, but the lowest bid was from Steve Webb and the meeting unanimously agreed to award the contract to him. The Clerk will arrange for both parties to sign the contract. Now that the contract has been awarded, the Clerk is also to obtain costs for the addition of cutting the grass in Dunsmore and trimming the hedge around the playground.

RN

**Item 3.18 Footpaths, Stiles and Gates.** The Clerk had obtained a quote of £104 +Vat for the provision of 2 oak gate posts to replace those at the Church. There was much discussion about who should be responsible for replacing the posts, but in the end it was agreed that The Parish Council would pay for the posts providing that the Church made arrangements for them to be installed. This is not to be taken as a precedent and the monies are to be considered a donation. The Clerk is to advise the Church Warden to this effect.

RN

**Item 3.19 Dunsmore.** Due to the late submission of the timescale information, Councillor White stated that discussion on this item should be postponed until the next meeting.

**Item 3.20 Fields in Trust.** There was no discussion on this item due to the absence of Councillor McGrail.

MMcG

**Item 3.21 Provision of K6 Kiosk for the Defibrillator.** The Clerk advised the meeting that we had received £1525 from Bucks CC (David Carroll's funds) and that the cost of a refurbished K6 Kiosk, complete with backboard light and powerguard, defibrillator signs and delivery to site would be £3350 + VAT. The meeting unanimously agreed that the kiosk should be ordered and instructed the Clerk accordingly.

RN

**Item 3.22 Matters of Report.** Councillor Glover as the Parish Council representative on the Parish Hall Committee, advised that he had now taken over the running of the accounts for the Parish Hall. However, he felt that he should obtain the approval of the Committee before discussing the accounts with the Parish Council. He informed the meeting that there were to be changes in the charges for the hall but that the demise of Chris Arnold had led to a delay in their

implementation. The meeting agreed to include this as an additional item on the next meeting's agenda. Clerk to action.

**Item 3.21 Next Meeting.** The next Parish Council Meeting will be on 17 July 2017 at 7.30pm in the Parish Hall.

The meeting closed at 20.31 hrs.

Signed

Councillor Debra Panikkar  
Chairman  
Ellesborough Parish Council