

## Minutes of Meeting

Minutes of a Zoom Meeting (953 3893 6636) of **Slapton Parish Council** held at **8pm** on  
**Wednesday 10<sup>th</sup> February 2021**

Members Present: Councillors Wakefield(Chairman), Golder, Packham, Cleland, Kelly and Hensey. (1 Vacancy)

Public:2 Members of the public were in attendance at the start of the meeting

Unitary Councillors AWight, PCooper

Meeting start: 20.02

### Item Prefix: 2102z

#### 24 Chairman's Welcome and announcements.

The Chairman welcomed everyone to the meeting and made the following announcements:

- The Clerk Has submitted notice of his intention to retire from his position as Proper Officer and Responsible Financial Officer of Slapton Parish Council with effect from the 31<sup>st</sup> March 2021.
- There would be a slight renumbering of item 35 in relation to the representative of the Council on the Village Hall Committee.
- In answer to a question raised at last meeting about the possible use of the leased land behind the Church for Garden plots. The Lease specifies that the land can only be used for the purposes of a Village Hall.
- The Meeting was asked to remember that the Parish Council only had permission to access the Recreation Ground through the adjacent field from Mill Road for the passage of grass cutting machinery. Requests for access for any other purpose must be made direct to the landowner.
- The local elections would be going ahead on 6<sup>th</sup> May.
- Councillors should refer to the recent e mails in relation to the Parish Charter Survey.
- Induction training for New Councillors was now being offered by Buckinghamshire and Milton Keynes Association of Local Councils.
- Financial and Audit Training was now being offered by Buckinghamshire and Milton Keynes Association of Local Councils.

#### 25 Apologies

To receive apologies for absence from members

None. All members present.

#### 26 Governance

To affirm the reapplication of the Procedures and protocols for dealing with the Coronavirus (Covid-19) crisis to include without limitation amendments to Standing Orders, Financial Regulations, Scheduled meeting timetable changes and dissemination of information to the Public as resolved under Resolution 2003e.70. 21<sup>st</sup> March 2020

- To apply in the event of technical difficulties restricting the attendance of members of the Council such that this meeting becomes inquorate or otherwise disrupted such that the business of the Council cannot be completed.
- To apply in the event that the next meeting of the Council cannot take place either for technical reasons or is suspended in accordance with any emergency legislation or official guidance.

**Resolved.** The Council resolved that the Procedures and protocols approved in resolution 2003e.70 should re -apply subject to i) or ii) above.

#### 7 Parishioners' points and proposals

- A Parishioner voiced concerns about the proposal to install bollards at any of the entrances to the Recreation Ground as they would inevitably present an additional obstacle to access by the Emergency Services, should the need arise. They pointed out that the ownership of the land on which the bollards were being considered was not with the Parish Council and that control of the bollards could not be with the Parish Council.

#### 28 Unitary Councillor's Report

To receive reports from the Unitary Councillors – Cllr Anne Wight and Cllr Peter Cooper

Councillor Wight summarised the main points of her report which was provided to the Clerk and is included in full as Appendix A to these minutes.

**29 Declarations of interest from Councillors in items on the Agenda**

To receive declaration of interest from members.

None

**30 Dispensations**

To confirm dispensations to speak and/or vote on items on the Agenda.

The Clerk confirmed that there were no dispensations currently in force and that there had been no requests for new dispensations.

**31 Co – option to fill Councillor Vacancy.**

To consider co-option of candidates to fill the councillor vacancy.

The Clerk confirmed that there had been no expressions of interest received.

**32 Approval of minutes**

To confirm the minutes as an accurate record of proceedings of the Ordinary Meeting held on 13<sup>th</sup> January 2021 (21.01z Minutes Jan 21.docx) previously circulated and taken as read.

**Resolved.** The Council resolved that the minutes, as circulated, should be signed as an accurate record of the proceedings at the meeting on 13<sup>th</sup> January 2021.

**[Item 37 and 38 on the Agenda were taken at this point]**

**33 Planning**

To consider appropriate action or response to the following: -

- i. Applications –  
Planning application 32D Toddbury Farm, Slapton Road, Little Billington, Leighton Buzzard, LU7 9BP CB/20/04023/FULL

**Resolved.** The Council resolved that Councillors Hensey and Packham would become a sub committee of the Council with authority to prepare a response on behalf of the Council

- ii. Appeals - None
- iii. Notifications (Withdrawals or enforcements).- None
- iv. Other - None.

**34 Parish Reports**

To receive reports and updates from the Clerk and Councillors on the following matters and consider next action on matters arising:

Clerk:

- a) Horton Defibrillator.
- b) Footpath opposite Tornay Court.
- c) Clerk's Annual Appraisal.
- d) Updating of the Recreation Ground signage.
- e) Access to Recreation Ground.
- f) Precept submission.
- g) Enquiries from e mails, correspondence and Website.

The Clerk presented a report to the meeting which is included as Appendix B to these minutes.

There were questions or clarifications arising.

Councillors:

- a) Litter in Grove - Update from Councillor Golder

Councillor Golder reported that the bin had been installed. Signage is still outstanding. Councillors Golder and Wakefield will collaborate to arrange this.

- b) Report of proceedings of the EGMHC held on 28 January 2021 – Councillor Wakefield

The report was provided by Councillor Kelly.

The Elizabeth Griffin Memorial Hall Committee had met and raised various concerns regarding the proposals for the Parish Council Survey and questionnaire currently being prepared in connection with a New Village Hall.

The Committee was opposed to the survey being carried out during the Pandemic. Councillors Kelly and Wakefield, who are both Trustees of the Elizabeth Griffin Memorial Hall, confirmed that whilst they had taken part in the meeting, they had not voted on this matter.

**35 Liaison Councillor to the Elizabeth Griffin Memorial Hall Committee**

To consider nominations for the liaison Councillor to the Elizabeth Griffin Memorial Hall Committee

**Resolved.** The Council resolved that Councillor Kelly was appointed as the Liaison Councillor to the Elizabeth Griffin Memorial Hall Committee.

**36 Cast Iron Road Sign**

To consider quotes for remedial works to the sign.

**Deferred to next meeting**

[The following 2 items were taken immediately following item 32 above]

**37 Speed Restriction Measures in Mill Road**

To consider supporting the request from a Parishioner for the installation of speed restriction measures in Mill Road, Slapton and actions to be taken.

Unitary Councillors Wight and Cooper were invited to contribute to this item.

Both drew the Council's attention to drawbacks with this type of traffic calming measure and suggested approaching this via the Community Board, as this problem was repeated in other parishes.

Councillor Cleland will try to attend the Traffic sub-committee to explore the options further.

**38 Highways and Road Safety. (Lead Councillor Cleland)**

To receive proposals for wording and issue of a letter regarding the extension of the speed limit to the West of Horton on the B488.

**Resolved.** The Council resolved that the draft letter was approved and should be issued to Shane Thomas.

To receive updates and consider next action on the following:

- i. The provision of 30mph repeater signs and markings in Horton and Slapton.

Unitary Councillors Wight and Cooper were invited to contribute to this item.

Councillor Packham advised that he had already made Buckinghamshire Council aware of the need to repaint our dragons teeth and 30mph road signs

It was suggested that the Council should approach the Local Area Technician about getting the existing road markings repainted and discuss provision of the extra repeater markings and signs during the process.

- ii. The Horton Speed Restriction.

This item was not addressed at this meeting.

- iii. Flooding problems outside Grove Cottage, Horton.

Unitary Councillors Wight and Cooper were invited to contribute to this item.

Councillor Wight advised that this had been raised with the Local Area Technician who was aware that this problem had arisen since the recent resurfacing of the road.

Councillor Cleland will progress this with the Local Area Technician.

**39 Recreation Ground**

(deferred from January 2021 meeting)

- i) To consider a report from Councillor Packham regarding the installation of bollards for the purpose of security.

Councillor Packham confirmed that the access from Bury Farm to the Recreation Ground was owned by Bury Farm Residents Ltd.

Unitary Councillor Cooper advised that the Ambulance records system did not identify the Recreation Ground as a location against which a padlock unlocking code could be registered. He will review this further.

Further consideration of this item will be deferred to the March meeting.

- ii) To consider quotation received for works to matting.

**Resolved.** The Council resolved that the quotation from John O Dwyer in the sum of £308.00 was approved.

- iii) The Main Path needs patching. To receive update or recommendation from Councillor Packham

Councillor Packham advised that his enquiries indicated that a self-bonding gravel finish should provide a sufficiently flexible finish to accommodate the problems with the seasonal ground movements.

Councillor Packham was requested to obtain costings for this.

- iv) To receive updates on the following items:

- a) The gate next to the Quiet Area. (Clerk)

This has been completed and the invoice approved for payment at last month's meeting. No further action.

- b) Basketball backboard. (Councillor Golder)

Councillor Golder reported that John O'Dwyer had provided a quotation to replace the board at a cost of £80.00.

**Resolved.** The Council resolved that the quotation from John O Dwyer was approved.

- c) The Table and Bench donated by the Spirit of Slapton. (Clerk)

This has been completed and the invoice approved for payment at last month's meeting. No further action.

#### 40 Waste bin operative procedures.

To receive recommendation and proposal from Councillor Wakefield for updating the arrangements.

**Resolved.** The Council resolved that the payment to John O'Dwyer was to be increased from £20.00 per month for the Recreation Ground inspections to £25.00 per month for the Recreation Ground inspections and emptying of the bins on the Recreation Ground.

#### 41 New Village Hall

To receive an update from Councillor Golder and Councillor Hensey on the questionnaire being issued to the village and decide next action.

Councillor Golder gave an explanation as how feedback expressing concerns as to how queries raised by proposed questionnaire had been addressed by including two e mail addresses and telephone numbers (timed) included in the document.

**Resolved.** The Council resolved that Councillors Golder, Cleland and Kelly should sign off on the finalised version on behalf of the Council, circulate it to all Councillors and make arrangements to publish it and deliver it to all households.

#### 42 Name Sign

To consider estimated costs established by Councillor Packham and inclusion in the Budget for 2021/22 financial year. (Deferred from December 2020 meeting)

**Deferred**

#### 43 Website Accessibility. ( Councillor Packham)

To consider a proposal to place a purchase order with Aubergine Ltd for the implementation of a WCAG compliant website.

**Resolved.** The Council resolved to place an order with Aubergine in accordance with their proposal dated 5 January 2021.

#### 44 Financial Reports and Transactions since last meeting.

The Responsible Financial Officer circulated a report in connection with this item which is appended C and attached to these Minutes.

h) To approve the Lloyds Bank Mandate Variation request to add Councillor Wakefield and Councillor Packham as Full Power signatories with immediate effect for submission to Lloyds Bank. (RFO)

**Resolved.** The Council resolved that the signed Lloyds Bank Variation request forms to add Councillors Wakefield and Packham were approved.

ii) To give direction that the Clerk will by the 19<sup>th</sup> February 2021 distribute Lloyds Bank Mandate forms to Cllrs Golder, Hensey and Kelly for signature. (Councillor Wakefield)

**Resolved.** The Council resolved that mandates should be arranged to give similar powers to everyone on the Council.

iii) To consider providing for the Chairman in the first instance or in his/her absence the Council will nominate a substitute to approve all payments to creditors not previously approved and will further endorse those Statutory and Contractual payments approved by the Clerk/Responsible Financial Officer. (Councillor Wakefield)

**Resolved.** The Council resolved that the Chairman in the first instance or in his/her absence the Council will nominate a substitute to approve all payments to creditors not previously approved and will further endorse those Statutory and Contractual payments approved by the Clerk/Responsible Financial Officer.

iv) To give direction that the Clerk will by the 26<sup>th</sup> February provide all Councillors with Mandate Forms so that the Council's Bank Accounts at Barclays and Cambridge and Counties can be updated. (Councillor Wakefield)

The Chairman requested the Clerk/Responsible Financial Officer to clarify whether this was achievable. The Clerk reminded the Chairman that he had previously been advised that the Clerk had exhausted the contractual hours for the month and explained that each form had to be completed on-line populating it with the full details required, which had been requested but were not yet available for all Councillors. Completing each form could take around 40 minutes.

**Deferred.** It was decided that this would be deferred to next meeting.

The Clerk/Responsible Financial Officer was requested to share the bank account details with Councillor Cleland, as a full signatory on the Barclays account, who would explore obtaining the mandates required.

iv) To consider approval of setting up ~~standing order~~ **Direct Debit** payment for electricity account to SSE on the Lloyds Bank Account. (RFO)

**Resolved.** The Council resolved that the Direct Debit Forms for the electricity account(s) were approved and should be signed by two councillors

v) To receive and approve financial reports and transactions made and awaiting authorisation since last meeting. (RFO)

The Responsible Financial Officer had circulated the 21.02 Transactions report prior to the meeting. This is appended D and attached to these minutes.

**Resolved.** The Council resolved to approve the 21.02 transactions as presented.

**45 Items for Website**

To receive suggestions for inclusion on the Website not covered elsewhere in the meeting.

Councillor Colder suggested that an item requesting volunteers to take up the role of Editor for the Villager might be posted.

**45 Date of the next Ordinary meeting: Wednesday 10<sup>th</sup> March 2021**

Meeting Closed: 21.47.

Not official until approved at a meeting

## Local Area Flooding

Given the heavy rainfall we have experienced over the past few weeks, I thought it would be useful to remind residents and parish councils who to contact in the event of flooding.

If your problem relates to:

- danger to life or limb - contact the fire and rescue service [999](tel:999)
- burst water main or household stormwater drain - call your water provider [Anglian Water](#), [Thames Water](#) or [Affinity Water](#)
- main river or reservoir - check updates on [Environment Agency Floodline](#) or call [0345 9881188](tel:03459881188)
- less urgent road problems - report it on [Fix My Street](#)
- road flooding emergencies - report it to the Transport for Bucks out of hours line, on [01296 486630](tel:01296486630)

## Bucks Additional Restrictions Grant

If you have been heavily impacted as a result of the COVID-19 restrictions during January 2021 and have not been able to get support through the Local Restrictions Support Grant scheme, you can apply for the Bucks Additional Restrictions Grant.

The grant is open to applicants until 28 February 2021 at midnight, following which the applications window will be closed.

## Eligibility

To be eligible:

- your business must have experienced a reduction in income of 30% or more during January 2021 (you will need to be able to demonstrate the reduction against January 2020)

You will not be eligible if:

- you are already eligible for the LRSG (closed, open or sector) from 1 February 2021
- you are a self-employed individual already receiving support through the government's Self Employment Income Support Scheme (SEIS)

In addition, your business must:

- be based in Buckinghamshire - Milton Keynes based businesses should apply to the Milton Keynes version of this fund
- have been trading immediately prior to 5 November 2020 and not have been insolvent, in administration or under a striking off notice on 1 February 2021

- apply for one premises only
- submit one application only, if you are Self-Employed and have multiple business interests

The amount awarded will be determined by the number of employees in the business:

Criteria	Grant value
If you are self-employed (not already claiming SEISS)	£1,000
Businesses with fewer than 5 employees	£1,500
Businesses with 5 or more employees	£3,000

You can apply for the grant by visiting the Buckinghamshire Council webpage at the link below

<https://www.buckinghamshire.gov.uk/coronavirus/coronavirus-business-support-hub/coronavirus-business-grants/additional-restrictions-grant/>

## The Helping Hand Service

Buckinghamshire Council continues to provide its Helping Hand service and is preparing to provide all eligible pupils with a £15 school meal voucher for February half-term break.

Following the success of the Christmas voucher scheme, it will give our most vulnerable families support to buy food over the one-week half-term holiday week [starting on 15 February](#).

10,500 children and young people received support over the Christmas holidays (a total of £315,000 worth of vouchers) and with more parents becoming aware and applying for eligibility for free school meals, we expect this number to increase.

This is being funded from the government COVID-19 Winter Grant Scheme to target families with children and young people eligible for free school meals. As well as the vouchers, the council is using the funding as a 'Helping Hand' to provide support to any household worried about food or warmth this winter.

The council will send a letter to parents and carers, via schools, before the end of term to give them the details of how to claim and activate the £15 digital food vouchers which can be used at Asda, Morrisons, Tesco, Sainsbury's, Waitrose, Marks and Spencer Food and now also Aldi.

Councillor Anita Cranmer, Cabinet Member for Education and Skills said: "The vouchers provided at Christmas proved to be a great success and enabled families to have choice on where they shopped to feed their families. We are really pleased that Aldi has now joined the scheme as they offer families excellent value for money.

I would also like to say a huge thank you to all our schools who have been supporting families during the first part of the spring term; it's been a tough time. Not only are they providing free school meals but are offering remote learning for the majority of students studying at home and in-school learning for the children of key workers."

Councillor Gareth Williams, Cabinet Member for Communities and Public Health said, "The Helping Hand service has been a welcome relief for many families in the county providing support in many different ways to suit individual families. From sourcing winter clothing, providing referrals to foodbanks through to accessing grants to support people with fuel bills or fixing broken boilers, the team are on hand to continue helping throughout the colder months. If you need help, or you know someone who need help, please contact our team on [01296 531151](tel:01296531151) or complete the contact us form."

### **Support in the community**

A number of community and voluntary groups are running local programmes which offer support to households. To find out what is available in your area, please put your postcode into the online directory <https://directory.buckinghamshire.gov.uk/>

### **Worried about food or warmth over the winter season?**

The Council has set up a dedicated Helping Hand phone line for households worried about food or warmth over the winter season. Telephone: 01296 531 151 [Monday to Thursday, 9am](tel:01296531151) to 5:30pm/ [Friday, 9am to 5pm](tel:01296531151)

You can also contact us here - <https://www.buckinghamshire.gov.uk/your-council/contact-us/> for more information.

If you call our Helping Hand support line, our advisors:

- will ask questions about your circumstances so that they can provide the best advice and help
- may direct you to agencies and organisations who can offer help and support
- may offer direct support with food, energy and water bills or other essentials

In an emergency, contact our out of hours team on [0800 999 7677](tel:08009997677).

## **Better Health in 2021**

Seven in 10 adults are motivated to get healthier in 2021 due to COVID-19

Since the pandemic began, a third of people reported snacking on unhealthy food and drinks at least once a day (35%), almost a third (29%) of smokers agreed they smoked more since the second national lockdown and 23% of drinkers claimed that their alcohol intake has increased.



However, almost half of the population (43%) feel more motivated to make changes to their life than they did in January 2020.

That's why Buckinghamshire Council and Live Well Stay Well are supporting the national Better Health: Let's Do This .

Live Well Stay Well is a free service that has already helped thousands of people in Buckinghamshire. With tailored advice online and by phone to help you lose weight, get active, stop smoking, manage your drinking or help improve your mental health.

Gareth Williams, Cabinet member for Communities & Public Health said, "The past year has been immensely challenging and being stuck at home much more this year, understandably, has seen some unhealthy habits creeping up on us all. Now is a great time to make a New Year's Resolution stick, and there are a range of local, free tools and one to one support available to help you achieve your goals in 2021."

"Live Well Stay Well really can help you to make those changes we all want to make actually stick, as well as provide step by step help to make sure you stay on track," says Gareth.

To get started visit:

Live Well Stay Well

<https://www.livewellstaywellbucks.co.uk/>

[01628 857 311](tel:01628857311)

To stop smoking, text: 'QUIT' to 85222

Or visit Better Health

<https://www.nhs.uk/better-health/>

## **Bucks Business First Support for Local Businesses**

I thought it might be useful to remind everyone of the Bucks Business First website, and to highlight some of their recent work below. Their website can be found at:

<https://bbf.uk.com>

### **Virtual Business Advice**

If any businesses in your network need ongoing and long term business support, please encourage them to contact our team at Buckinghamshire Business First. They can meet one of our Business Advisers for a one-to-one virtual meeting to discuss their needs and they can be updated on the latest support available for EU Transition, COVID-19, projects that reduce carbon emissions, growth initiatives and much more.

### **Performance Overview**

I would like to share the performance headlines the 9 months to Dec 2020 – it's been a busy year, even with the challenges of Covid-19 BBF has distributed £6,770,096 in grant funding to businesses at the coalface. This grant funding alongside business support programmes delivered by Buckinghamshire Business First is projected to create 712 new jobs and 311 new products or services. More detail can be found on the website.

### **End of EU transition period**

A new team has been set up within Buckinghamshire Business First to provide businesses with support and advice in regards to the end of the EU Transition period. Activity for this team of 7 staff will help businesses with specialist advice and 1:1 meetings for those who need it.

Our hope is that this activity will help ensure that businesses are aware of the key implications of leaving the EU in regards to:

- Importing and exporting
- Workforce and People
- Regulations and standards
- Digital and data
- Business legal requirements
- IP
- Energy and climate

Please feel free to book a chat with one of our business advisors via email at [BusinessSupport@bbf.uk.com](mailto:BusinessSupport@bbf.uk.com) or you can call on [01494 927130](tel:01494927130).

## **Residents invited to online consultation event to comment on SEALR Phase 2**

Residents are urged to make their views known on Phase 2 of the South East Aylesbury Link Road before the consultation ends on the 26th February 2021. To access the consultation please go to the [Your Voice Bucks SEALR phase 2 feedback webpage](#).

To support the consultation the council will be hosting a live Question and Answer session over Microsoft Teams from 1800-1930 on the 15th February 2021. This will feature a presentation from council staff and will give an opportunity to ask questions about the SEALR Phase 2 project. If you wish to join the Question and Answer session, please email [hitmailbox@buckinghamshire.gov.uk](mailto:hitmailbox@buckinghamshire.gov.uk) requesting that we send you an email invite and please also raise any questions you wish answered.

SEALR Phase 2 is a new project that will deliver an additional 450m of new dual carriageway and a roundabout to the west of the original SEALR. This new roundabout will connect the SEALR Phase 2 with the Stoke Mandeville Relief Road and the proposed South West Aylesbury Link Road. The original SEALR, connecting the A413 Wendover Road and the B4443 Lower Road, will now be delivered as a 'Phase 1' of the SEALR project.

Phase 2 of the SEALR was originally planned to be built by HS2 as part of the Stoke Mandeville Relief Road. This original design would have been built just as a single carriageway with no roundabout to connect to the proposed South West Aylesbury Link Road. Buckinghamshire Council will therefore provide this by building Phase 2 as a dual carriageway with the new roundabout. This will help to prevent Phase 2 from becoming a pinch point and prevent any future disruption from the need to retrofit a roundabout.



Aerial plan showing where SEALR Phase 1 and 2 will be built

The above plan shows where SEALR Phase 1 and 2 will be built.

The construction of the Aylesbury Orbital Link Road is a priority for the Council to help reduce congestion within Aylesbury.

Nick Naylor, Cabinet Member for Transport, said: "We are keen to avoid disruption in the future so delivering this infrastructure now will be a saving for residents. This will also ensure we deliver the infrastructure required for the full Aylesbury Orbital."

Buckinghamshire Council Leader Martin Tett said: "The orbital route around Aylesbury has been a priority for many years. Nevertheless, we want to keep consulting with residents to ensure that we are getting each section of this right."

## Show some love for key workers this Valentine's day

“Show some love to key workers this Valentine’s Day” says Buckinghamshire Council and Buckinghamshire Healthcare NHS Trust, as they ask residents to fill the county with love, by placing a heart in their windows from today (Monday 1<sup>st</sup>February) through to Valentine’s day [on Sunday 14<sup>th</sup> February](#).

People in Buckinghamshire are being invited to take part to thank all our key workers for the incredible commitment and sacrifice they have made for us every day, throughout the Coronavirus pandemic.

To take part simply draw or decorate some hearts and place them in your window for the world to see. The council would love to see them too, so please do share on social media using the hashtag #ShowSomeLove to spread your thanks online.

Cllr Martin Tett, Leader of Buckinghamshire Council, said: “I know just how amazing all our key workers have been during this pandemic and it would be great if all of us could get behind this campaign to show our appreciation. Displaying a heart in your window is simple and really meaningful and continues to show our key workers we appreciate them. Let's do this together.”

Neil Macdonald, Chief Executive at Buckinghamshire Healthcare NHS Trust, said: “Every day I can see just how big a sacrifice our healthcare staff are having to make to care for those who are very ill with COVID-19. If everyone gets behind this campaign, I think it will be a great way to recognise and appreciate them along with all our other keyworker heroes, who have worked tirelessly since last March.”

To find out more uplifting stories about how people are coming together to support each other during this pandemic, please visit the [Proud of Bucks blog](#).

## **Parish Report presented by Clerk**

## **Appendix B**

- a) Horton Defibrillator.

The Clerk has spoken with Tony Reynolds and forwarded the e mail with contact details again.

Quote awaited.

- b) Footpath opposite Tornay Court.

Details from website:

Ref Number: 190642184

**Enquiry Number:**42184

**Submitted:** 17 Jun 2019 06:29:38

**Problem type:** Stile

**Sub-type:** Stile/Damaged

**Status:**This fault is awaiting processing

The details from the website showing that the fault is still awaiting processing has been sent to the Parish Support Officer and unitary councillors with a request for information as to when it will be attended to.

- c) Clerk's Annual Appraisal.

Guidance and forms have been received from BMKALC. With the retirement of the Clerk wef 31<sup>st</sup> March 2021 there is nothing further required on this item

- d) The updating of the Recreation Ground signage.

The purchase order has been issued. The signs should be delivered to Councillor Wakefield's address. Invoice awaited.

- e) Access to Recreation Ground.

The Parish Council padlock has been delivered to the landowner who has requested that the code is not shared beyond the Council Grass cutting contractors, without her knowledge.

- f) Precept submission. The precept request has been submitted to Buckinghamshire County Council arrangements put in place for the payment to be made into the Parish Council Lloyds Bank Account.

- g) Enquiries from e mails, correspondence and Website.

There were reports that one of the streetlights repaired just after last evening had failed after one night. The contractors were advised straightaway and there have been no further reports that the light is not working.

There was one enquiry received regarding the procedure to be followed in respect of the NVH Questionnaire. The enquiry was circulated to Councillors.

- i) *To approve the Lloyds Bank Mandate Variation request to add Councillor Wakefield and Councillor Packham as Full Power signatories with immediate effect for submission to Lloyds Bank. (RFO).*

Signatures have been obtained, as required, to the 'Your Mandate Variation Request' (Mandate) Forms as circulated in Bundle 4 of papers for this meeting.

Risk analysis:

Approval by Council will comply with Financial Regulation 5.1 and enable the forms to be submitted to Lloyds Bank to complete the process.

Items ii) to iv) were added late at the specific request of Councillor Wakefield. They are not addressed by this report from the Clerk/Responsible Financial Officer.

- v) The wording of the Agenda was incorrect for this item. "Standing Order" should be replaced by "Direct Debit".  
Direct Debit forms have been prepared for signature. If approved by the Council they will require the signature of two Councillors (Bank Signatories) to the forms in accordance with Financial regulation 6.7.

- vi) Reports circulated in advance of the meeting.  
a) Bank reconciliations (Bundle 3)  
b) YTD (Bundle 3)  
c) Reserves and Bank holdings (Bundle 3)  
d) Transactions for month. (Bundle 4)

Note: The invoice for the Zoom Licences approved at last meeting was incorrectly reported as "Zoom Licences Dec". It has subsequently been amended in the Cash book records to read "Zoom Licences (Dec Jan" by way of correction.

J Furniss  
Responsible Financial Officer  
Slapton Parish Council

February 2021

## Appendix D

### 21.02 Transactions

	Budget Heading / Description	Invoice ref	Payee	Transaction type	Gross payments	Authority/ Minute Ref	FR
1	25/01/2021 Salaries	(Dec)	J Furniss	Transfer	£503.61	RFO	5.5b
2	Pending Electricity	H19720540A	EON	dd	£125.31	Direct Debit Mandate	
3	To authorise Planters supplies		M Carman	Transfer	£28.94	2102z.44.vi	
4	To authorise external Audit Fees	SB20203123	PKF LittlejohnLLP	Transfer	£240.00	2102z.44.vi	
5	To authorise Streetlight Maint'ce Church Road/Rectory Close	20267	Aylesbury Mains Ltd	Transfer	£153.84	2102z.44.vi	
6	To authorise Zoom Licences Feb	66892164	J Furniss	Transfer	£14.39	2102z.44.vi	
7	To authorise Printer Cartridges		J Furniss	Transfer	£125.21	2102z.44.vi	
8	To authorise Rec Insp	(Jan)	John O Dwyer	Transfer	£0.00	2102z.44.vi	
9	25/02/2021 Salaries	(Jan)	J Furniss	Transfer	£503.61	RFO	5.5b
Total authorised payments for month					£1,694.91		