



AYLESBURY
TOWN COUNCIL

**Minutes of the Meeting of the Direct Services Committee of Aylesbury Town Council
held at the Town Hall, 5 Church Street, Aylesbury on Wednesday 5 June 2024 at 7pm**

Present: Cllr W Raja (Chairman)
Cllr M Azam
Cllr C Hendren (substituting for Cllr Lambert)
Cllr N Hussain
Cllr R King
Cllr P Koya
Cllr R Lloyd

Officers in attendance: Mr K Gray (Town Clerk)
Mrs J Priest (Deputy Town Clerk)

No members of the public were in attendance at the meeting.

The Chairman called the meeting to order at 7:01pm

1. Apologies

To note and agree apologies for absence.

Resolved: To unanimously receive and accept apologies for absence from Cllr S Lambert (work commitment), Cllr A Morgan (prior commitment)

2. Declarations of Interest and Dispensations Requested

To declare and note any personal or prejudicial interests.

No declarations made and no dispensations requested at this point in the meeting.

3. Election of Vice Chairman

To receive nominations and elect a Vice Chairman for the 2024/25 municipal year.

Nominations were sought. It was proposed by Cllr R Lloyd, seconded by Cllr C Hendren that Cllr P Koya be elected Vice-Chairman. No further nominations were forthcoming.

Resolved: On being put to the vote it was unanimously agreed that Cllr P Koya be duly elected to serve as Vice Chairman in 2024-25.

4. Minutes

To receive, accept and sign the draft minutes of 20 March 2024.

Resolved: To unanimously receive, accept and sign the minutes of 20 March 2024 as a true record.

5. Matters Arising

No matters arising from the minutes.

6. Jonathan Page Play Centre (JPPC)

- a) To note the update report from the Play Centre Manager, which councillors received in advance of the meeting.

The Deputy Town Clerk advised councillors that the decision has been made to cease the After School pick-up service from Elmhurst School from September 2024.

The Deputy Town Clerk confirmed staffing numbers and driving arrangements for the minibus.

Resolved: The report was received and agreed by the committee.

Cllr N Husain arrived at 7:07pm.

- b) To look at the budgetary position of cost centre 702 Jonathan Page Play Centre to March 2024 (month 12).

No questions were raised on the financial reports.

Resolved: The update and financial reports were received, reviewed, and agreed by the committee.

7. Devolved Services and Environment

- a) To receive an update on Devolved Services and Environment from the Town Clerk.

The Clerk had no specific matters to report. The Devolved Services contract is under way and the team are mowing the verges and land areas as per the agreement.

- b) To look at the budgetary position of cost centre 701 Devolved Services and 403 Environment to March 2024 (month 12).

Resolved: Received, reviewed, and accepted with no comments made and no questions asked.

8. Cemetery

- a) To receive an update on cemetery matters from the Town Clerk.

The clerk updated councillors on the vandalism he had recently reported and was pleased to report that this was not as previously thought., he also advised councillors on the action he had taken regarding a memorial which was erected without the relevant permits.

The clerk gave an update on the previous discussions with Waddesdon Parish Council as well as representatives from the Oxford Diocese and Waddesdon Manor on matters relating to possible land use for cemetery and allotments. Discussions are on hold as there is no suitable land for allotments and current advice on planning and highway access to land that is available would not necessarily be granted due to various reasons. .

Resolved: The reports were received and agreed by the committee, with a view that discussions to continue to take place with relevant stakeholders on obtaining land suitable for the council's requirements.

- b) To note the statistics report from the Cemetery Officer

Resolved: The report was received, reviewed, and agreed by the committee.

- c) To consider the purchase of a memorial plinth to be situated in the Acer Garden for memorialisation options.

Councillors received a briefing paper in advance of the meeting outlining the options and costs.

Cllr N Hussain proposed, seconded by Cllr W Raja to purchase an 80 plaque Barbican range Grey Granite/Wine Granite plinth as outlined as options 2 in the briefing paper.

Resolved: The committee unanimously voted to proceed with option 2 at a cost of £9040+VAT.

- d) To review and agree the revisions made to the ATC POL55 Cemetery Memorialisation Policy.

Councillors received a draft of the proposed changes in advance of the meeting.

Cllr W Raja proposed, seconded by Cllr R Lloyd to agree the revisions made to the policy

Resolved: The committee unanimously agreed to proceed with the revisions made to ATC POL55 Cemetery Memorialisation Policy as outlined in the draft paper.

- e) To look at the budgetary position of cost centre 601 Cemetery to March 2024 (month 12).

Resolved: Received, reviewed, and accepted with no comments made and no questions asked.

9. Allotments

- a) To receive a quarterly update on allotment availability and associated matters.

The Clerk reported a land boundary matter at Crown Leys allotments and that he advises seeking legal advice.

Resolved: The report was received, reviewed, and councillors agreed to proceed with seeking legal advice and asked the clerk to seek advice from planning enforcement at Buckinghamshire Council in addition to the legal advice.

- b) To receive an update on the budgetary position of cost centre 401 Allotments to March 2024 (month 12)

Resolved: Received, reviewed, and accepted with no comments made and no questions asked.

- c) Committee considered the current provision of allotments for the town and were content that the current provision is satisfactory and the waiting lists are in line with requirements and administrative management of allotments.

10. Toilets at Old Stoke Road Allotments

To reconsider the provision of toilets on Old Stoke Road allotment site at the request of allotment holders.

Cllr W Raja proposed, Cllr R Lloyd seconded that officers explore the full costs of building permanent toilet facilities on Old Stoke Road or if an arrangement can be made with the Allotment Society on the use of existing facilities and for the information to be presented at the next committee meeting.

Resolved: The committee unanimously agreed for more information including detailed costings to be presented at the next committee meeting for further discussion and a decision.

11. Allotment Rent increase

To discuss and review allotment rents and to decide if any increase should be applied from September 2025.

Cllr M Azam declared an interest as he is an allotment tenant.

Cllr N Hussain proposed and Cllr C Hendren seconded that a 5% increase rounded to the nearest pound/half pound be made to allotments rents.

Resolved: On being put to the vote councillors voted 6 For and 1 Abstention to increase the allotment rent across all allotment sites by 5%, rounded to the nearest pound/half pound from September 2025.

12. Town Hall

- a) To receive an update on matters concerning the Town Hall.

The Town Clerk advised councillors that the Archive Room on the second floor is being refurbished and converted back into an office to enable suitable work space for staff.

Resolved: The report was received, reviewed, and agreed by the committee.

- b) To receive an update on the budgetary position of cost centre 102 Building to March 2024 (month 12)

Resolved: Received, reviewed, and accepted with no comments made and no questions asked.

The Chairman of the committee, Cllr W Raja, thanked the Deputy Town Clerk, Judith Priest for her work, commitment and support over the last 10 years and wished her all the best in her new role as Clerk to West Bletchley Council.

13. Date of Next Meeting

To note the date of the next meeting for Wednesday 11 September 2024 at 7pm in the Council Chamber.

There being no further business of the Direct Services Committee, the Chairman closed the meeting at 7:50pm.

Signed: _____
Chairman

Date: _____