



**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 13 December 2023  
at 7pm**

**Present:** Cllr W Raja (Chairman)  
Cllr M Azam  
Cllr P Koya  
Cllr R Lloyd  
Cllr M Winn

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

9 members of the public were in attendance at the meeting.

The Chairman called the meeting to order at 7pm and allowed the public to speak.

Members of the public made statements and raised questions regarding the Tring Road allotment site. The questions were answered by the Town Clerk and Chairman of the committee.

1. What was the outcome of the Town Clerk's meeting with the Buckinghamshire Council Planning officer regarding future burial grounds? What involvement does the Diocese of Oxford have?

The Town Clerk provided an update on his meeting with planning officers from Buckinghamshire Council. It is acknowledged that future burial provision is needed for the town and surrounding villages and there will be on-going discussion with Buckinghamshire Council on this matter, The Oxford Diocese is a large land owner in this area and discussion is taking place with them on what, if any, suitable land is available for cemetery use.

2. What has the council done so far towards finding a new site for future burials. Has the council appointed a land agent and if not when will ATC appointment a land agent?

The council continues to look for suitable land for purchase and will speak to landowners if identified. It has not appointed a land agent at present as there is no need to do this.

3. What is the nature of the application the council has made to the land registry regarding the land where the Tring Road allotment gardens are located?

The registration of the land with the land registry is an administrative matter to ensure the land registry has the correct information on the registry.

4. What is the status of the waiting list? Is it still closed? Are letters being sent out to people on the waitlist to invite them to view allotments?

The waiting list is currently still closed but the committee will be reviewing the waiting lists and decide if it should be opened again as part of the meeting.

## 1. Apologies

To note and agree apologies for absence.

**Resolved:** To unanimously receive and accept apologies for absence from Cllr N Hussain (prior commitment), Cllr R King (prior commitment), Cllr S Lambert (Mayoral engagement), Cllr A Morgan (prior commitment)

## 2. Declarations of Interest & Dispensations Requested

To declare and note any personal or prejudicial interests.

No declarations made and no dispensations requested.

## 3. Minutes

To receive, accept and sign the draft minutes of 13 September 2023.

**Resolved:** To unanimously receive, accept and sign the minutes of 13 September 2023 as a true record.

## 4. Matters Arising

No matters arising from the minutes.

## 5. Jonathan Page Play Centre (JPPC)

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

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

- b) To agree price increases for After Schol Club and Holiday Playschemes for 2024/25.

The committee discussed the proposed pricing structure and received additional information from the Deputy Town Clerk.

Cllr W Raja proposed, seconded by Cllr R Lloyd to increase the prices for the Jonathan Page Play Centre After School Club and Holiday Playschemes in 2024.

**Resolved:** Councillors unanimously agreed to increase prices for the After School Club from Summer Term 2024 to the following:

- Buckingham Park School pick-up - remains at £12.50 per child per session
- St Louis School pick-up remains at £12.50 per child per session
- Elmhurst School pick-up increase to £12.50 per child per session
- Thomas Hickman School pick-up increase to £10.50 per child per session
- Drop-off sessions increase to £10 per child per session
  
- Early pick-up fee Buckingham Park School increase to £4
- Early pick-up fee St Louis School increase to £5

To increase prices for the Holiday Playschemes from Easter Holidays 2024 onwards to the following, and to no longer offer AM and PM sessions.

- Half-Day session 8am-3:30pm increase to £26 per child per session
- Full Day session 8am - 6:30pm increase to £35 per child per session

- c) To look at the budgetary position of cost centre 702 Jonathan Page Play Centre to October 2023 (month 7).

No questions were raised on the financial reports.

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

## 6. Devolved Services and Environment

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

The current devolved services agreement continues. The Town Clerk attended meetings with Buckinghamshire Council (BC) officers and other clerks to discuss the future devolved services agreement. There may be some additional 30 mph areas added to the current maps.

BC officers were unable to advise what the new funding levels will be for the devolved services agreement, until BC has set its budget. The clerks have made it clear that the funding levels cannot be of any lower level than the current funding.

BC officers acknowledge the valuable work parish and town councils do as part of the devolved services and that it is vital that they do so as BC do not have the budget and resources to do the same amount of work.

**Resolved:** The reports were received and agreed by the committee.

- b) To look at the budgetary position of cost centre 701 Devolved Services and 403 Environment to October 2023 (month 7).

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

## 7. Cemetery

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

The Town Clerk advised councillors that the refurbishment of the toilet block has been completed within budget and time frame.

The Christmas Storytelling event in the Dissenters Chapel in early December was well received.

**Resolved:** The reports were received and agreed by the committee.

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

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

- c) To review the current cemetery fees and consider an inflationary increase of 5% of the fees, starting from 1 April 2024.

Cllr W Raja proposed, seconded by Cllr P Koya to increase the cemetery fees by an inflationary 5% starting from 1 April 2024

**Resolved:** The committee unanimously voted to increase the cemetery fees by an inflationary 5% and agreed to the specific higher increases and no increases to some fees, as outlined in the briefing paper provided to councillors in advance of the meeting.

- d) To consider and approve a budget of £1,000 per year to host events in the Dissenters chapel in the cemetery.

Cllr W Raja proposed, seconded by Cllr M Winn to agree a budget of £1,000 for events.

**Resolved:** The committee unanimously agreed a budget of £1,000 per year to host events in the Dissenters chapel in the cemetery

- e) To note and agree the revised memorial masons scheme, which has been updated based on recommendations from the ICCM and best practices.

Cllr W Raja proposed, seconded by Cllr M Winn to adopt the revised Memorial Masons Scheme.

**Resolved:** Committee unanimously agreed to the revised Memorial Masons Scheme and the immediate implementation.

- f) To look at the budgetary position of cost centre 601 Cemetery to October 2023 (month 7).

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

## 8. Allotments

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

Councillors discussed the current waiting list and if empty plots should be offered again to people on the waiting list.

Cllr W Raja proposed, seconded by Cllr R Lloyd to start offering people on the waiting list available plots again.

**Resolved:** The committee unanimously agreed to send a letter to all plot holders at Tring Road allotments to offer them the opportunity again, to move to other allotment sites before the residents on the waiting list are being contacted from 1 February 2024 onwards to offer them available plots again.

- b) To consider and agree to ask to see identification to prove that new and existing allotment plot holders live in the parish of Aylesbury as outlined in the briefing paper provided to councillors prior to the meeting.

Cllr W Raja proposed, seconded by Cllr M Winn for identification and proof of address to be sought prior to offering any residents a plot on any of the allotment sites.

**Resolved:** The committee unanimously agreed that going forward new and existing allotment holders have to provide proof of address and identification to establish that they live within the Parish of Aylesbury.

- c) To receive an update on the budgetary position of cost centre 401 Allotments to October 2023 (month 7)

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

## 9. Town Hall

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

The Town Clerk advised councillors that security lighting around the building has been replaced as it had failed.

- b) To receive and note the Fire Risk Assessments carried out at the Town Hall, Jonathan Page Play Centre, Crown Leys and Cemetery.

**Resolved:** The reports were received, reviewed, and accepted with no comments made and no questions asked.

- c) To receive an update on the budgetary position of cost centre 102 Building to October 2023 (month 7)

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

## 10. Land gifting

Cllr W Raja proposed, seconded by Cllr P Koya to purchase and install security fencing to secure the Balfour Way land

**Resolved:** The committee unanimously agreed to purchase security fencing at a cost of £1,600 + VAT to secure the land on Balfour Way and prevent pedestrian access.

## 11. Date of Next Meeting

To note the date of the next meeting for Wednesday 20 March 2024 at 7pm in the Council Chamber.

*There being no further business of the Direct Services Committee, the Chairman closed the meeting at 7:39pm.*

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_