



**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 15 March 2023 at  
7pm**

**Present:** Cllr W Raja (Chairman)  
Cllr M Azam  
Cllr T Dixon (substituting for Cllr R Lloyd)  
Cllr C Hendren  
Cllr S Lambert  
Cllr R King

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

No members of the public were in attendance.

The Chairman called the meeting to order at 7pm

**1. Apologies**

To note and agree apologies for absence.

**Resolved:** To unanimously receive and accept apologies for absence from Cllr R Lloyd (family 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 7 December 2022

**Resolved:** To receive, accept and sign the minutes of 7 December 2022 as a true record.

**4. Matters Arising**

No matters arising from the minutes.

## 5. Jonathan Page Play Centre

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

The Town Clerk advised councillors that the recruitment of a qualified playworker is proving difficult and that no applications have been received to date. The council will continue advertising for this role.

The Deputy Town Clerk highlighted that all 2023 playschemes are now open for bookings and that bookings are already coming in up to October half term.

- b) To look at the budgetary position of cost centre 702 Jonathan Page Play Centre to January 2023 (month 10).  
Received, reviewed, and accepted with no comments made and no questions asked.

**Resolved:** The 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 Town Clerk advised councillors that the grass cutting season has started and he sent an email to all councillors reminding them of the schedule and the works involved. The Town Council agreed that it will continue with the Devolved Service Agreement and the new variation of the agreement has been signed which is based on existing grass cutting and other agreement work areas. When the agreement is due for renewal in 2024 discussions need to take place with Buckinghamshire Council in relation to additional works that may have to be added to the agreement and the correct financial package from Buckinghamshire Council to carry out these works..

**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 January 2023 (month 10).

**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 gave a confidential update to councillors on current and future grave availability.

**Resolved:** The Clerk will investigate further and bring back to the committee for relevant discussions and decisions to be made.

- b) To note the statistics report from the Cemetery Officer  
**Resolved:** The report was received, reviewed, and agreed by the committee.

- c) To agree to apply for the ICCM Cemetery of the Year award to showcase the beautiful space the council has at Tring Road Cemetery.

Councillors received a briefing paper in advance of the meeting. They discussed areas of the cemetery to improve, including around the storage barn.

Cllr S Lambert proposed, Cllr R King seconded

**Resolved:** Councillors unanimously agreed to apply for the ICCM Cemetery of the Year award and to enhance the appearance of the cemetery by planting flowers and bulbs.

- d) To agree to hire out the dissenters chapel for events such as flower arranging, art exhibitions, wildlife talks, photography workshops, yoga/meditation classes and other events from relevant community groups and to approve the proposed hire cost.

Councillors received a briefing paper in advance of the meeting, which they discussed. The Town Clerk clarified that any hiring of the chapel would be during cemetery opening hours only.

Proposed by Cllr C Hendren, Seconded by, Cllr T Dixon

**Resolved:** The committee unanimously agreed that the dissenters chapel can be hired out for classes/events such as flower arranging, art exhibitions, wildlife talks, photography workshops, yoga/meditation classes and other relevant community groups at a hire cost of £68 for full day, £36 for half day, evening 2-3 hours booking £30.

- e) To agree to apply for the ICCM Charter for the Bereaved, at an annual cost of £310. Adoption of the Charter recognises the excellent services Aylesbury Town Council provides for bereaved families and is a clear statement to the bereaved that the council intends to continually review and improve its services.

Councillors received information about the charter in advance of the meeting, which they discussed.

Proposed by Cllr R King, Seconded by Cllr S Lambert

**Resolved:** The committee unanimously agreed to apply for the ICCM Charter for the Bereaved at an annual cost of £10.

- f) To agree to increase the maximum height of gravestones from a maximum of 3 feet to a maximum of 5 feet across all sections of the cemetery, except section C4, which is for children's graves.

The Town Clerk advised that many other cemeteries across the country allowed for 5 feet high memorials as the standard of fitting memorials has approved over the years.

Proposed by Cllr T Dixon, Seconded by, Cllr W Raja

**Resolved:** The committee unanimously agreed to increase the maximum height of gravestones to 5 feet in all sections of the cemetery, except section C4 which is for children's graves.

- g) To look at the budgetary position of cost centre 601 Cemetery to January 2023 (month 10).

**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

The committee had no questions.

- b) To look at the budgetary look at the budgetary position of cost centre 401 Allotments to January 2023 (month 10)

**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 flashing on the windows need replacing and some brick work needs to be repointed. The Fire Doors being installed in April and damp patches are being repaired.

- b) To look at the budgetary position of cost centre 102 Building to January 2023 (month 10).

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

## 10. Cycle Parking at Prebendal Farm Community Centre

To consider the request from Buckinghamshire Council (BC), for Aylesbury Town Council to be responsible for the future maintenance and upkeep of the cycle parking, which BC will install outside the One Stop Shop on Somerville Way.

The Town Clerk advised that the request came from Buckinghamshire Council who have project money to encourage people to cycle in Aylesbury. Coldharbour Parish Council has also received the request as both locations are along the Platinum Cycle route. Buckinghamshire Council (BC) would install the cycle rack on BC owned land and the ongoing maintenance and insurance would be the responsibility of the Town Council. Councillors discussed the request in detail.

Cllr W Raja proposed, Cllr A Morgan seconded

**Resolved:** The committee unanimously agreed not to proceed with the request and for the Town Clerk to advise Buckinghamshire Council that the committee would prefer the installation of Zip bikes in that location.

## 11. Date of Next Meeting

To note the date of the next meeting for Wednesday 7 June 2023 at 7pm in the Council Chamber.

*There being no further business of the Direct Services Committee, the Chairman closed the meeting at 7:53pm*

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

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