



AYLESBURY
TOWN COUNCIL

**Minutes of the Council Meeting called for Thursday 9 March 2023,
in the Council Chamber, Aylesbury Town Hall, 5 Church Street, Aylesbury,
HP20 2QP at 7pm**

Present

In the Chair: Cllr Tim Dixon (Mayor)

Councillors

M. Azam	S. Bateman	M. Baldwin	S. Chapple
T. Hussain	R. Khan BEM	R. King	P. Koya
R. Lloyd	N. Mehta	A. Morgan	S. Morgan
W. Raja	A. Sherwell	D. Summers	G. Wadhwa
M. Winn			

Officers: Keith Gray, JP (Town Clerk)
Judith Priest (Deputy Town Clerk)

2 Members of the public in attendance

Mayor Cllr T. Dixon, welcomed everyone and introduced guest speaker, Amy Scullard, from Emmett's Genies, one of the Mayor's charities. Mrs Scullard gave a presentation about the charity and its medium and long-term goals and objectives and how the council can support the charity and answered councillor's questions.

A member of the public addressed the council in relation to agenda item 9 querying the process that has taken place to collate the council's response. The Leader of the Council explained the tight deadline given by Buckinghamshire Council to respond to the consultation.

Mayor Cllr T Dixon, called the meeting to order at 7:23pm.

1. Apologies of Absence

Cllr M Willis (prior commitment), Cllr D Thompson (work commitment), Cllr A Christensen (work commitment), Cllr C Hendren (prior commitment), Cllr T Hunter-Watts (illness), Cllr N Hussain (illness), Cllr S Lambert (work commitment), Cllr G Wadhwa (late arrival), Cllr W Raja (work commitment)

Resolved: To unanimously agree that the above apologies be received and accepted.

2. Mayor's Announcements

The Town Mayor referred to the list of mayoral engagements previously circulated and highlighted that he had a month of quizzes raising money for the Scouts and Foodbank. He thanked councillors for attending some of the quiz nights with him.

The Mayor spoke with Red Helix and Elmhurst School who are working in partnership to provide a coding and computer club.

He welcomed a visit from the Brownies and Rainbows to the Mayor's Parlour.

The Mayor also attended the Mayors of High Wycombe, Leighton Buzzard and Milton Keynes Civic Services and Receptions.

Cllr R Khan left the meeting at 7:33pm

3. Leader's Announcements

The Leader of the Council, Cllr R Lloyd, advised councillors that the grass cutting season started this week and the team will be running its usual clockwise round.

HS2 continue with their regular meetings with local representatives. Road closures and how these are operated are always high on the agenda.

Cllr R Lloyd did not have an update on Aylesbury Garden Town as the meeting was cancelled without any reason.

Aylesbury United FC are looking to raise money for the Mayor's charity by providing a free fun day for young children/adults in Aylesbury to go and watch a match in Chesham, plus other activities. The planned date is Saturday 22 April 2023

The BMKALC Parish Liaison Meeting took place on 1 March and many questions raised by councils/councillors centred around devolved services.

4. Declarations of Interest & Requests for Dispensation

To declare and note any personal or prejudicial interests, and to declare and note any pecuniary and non-pecuniary interests or requests for dispensation.

No declarations made and no dispensations requested.

5. Minutes

Resolved: To agree as a correct record the Minutes of the Meeting of the Town Council held on 9 February 2023

6. Matters arising on the Minutes

To receive a report from the Clerk on additional matters not on the agenda, if applicable. The Clerk raised no further matters.

7. Committee Minutes and Chairmen's Reports

Resolved: Unanimously agreed, to take Minutes "as read" and to note/accept Minutes listed below.

- i) **Planning & Licensing Committee** - Cllr M Willis
 - a) To receive the minutes of the meeting held on 13 February 2023
 - b) To receive the draft minutes of the meeting held on 27 February 2023
- ii) **Policy Committee** - Cllr R Lloyd
 - a) To note that the next meeting will take place on Wednesday 12 April 2023.
- iii) **Direct Services** - Cllr W Raja
 - a) To note that the next meeting will take place on Wednesday 15 March 2023
- iv) **Communities Committee** - Cllr T Dixon
 - a) To receive the draft minutes of the meeting held on 7 February 2023
- v) **Grants Committee** - Cllr S Morgan
 - b) To note that the next meeting will take place on Wednesday 29 March 2023
- vi) **Finance Committee** - Cllr A Christensen
 - a) To receive any important updates from the chairman following the meeting held on 8 March 2023

8. Financial

- a) To accept the Cost Centre Budget Monitoring Report to Month 10 (January 2023)
- b) Cash Books for Month 10 (January 2023)

Resolved: The council unanimously accept the Cost Centre Budget Monitoring Reports January 2023 (month 10) and Cash Books for January 2023 (month 10)

- c) To receive, note and approve the Internal Audit Report 2022-23: Interim Update.

Cllr R Lloyd commented on the report, which confirms that the council runs its finances in good order, has effective systems in place and effectively manages internal controls and procedural documentation. Payments are supported by appropriate documentation either in the form of an original trade invoice or other appropriate form of confirmation confirming the payment as due and/or an acknowledgment of receipt, where no other form of invoice is available. Employee pay rates for the financial year are duly and accurately applied and payments for third parties of Tax, National Insurance and Pension deductions are made in a timely and accurate manner.

The internal auditor assessed and reviewed the following areas and raised no concerns:

- Review of Accounting Arrangements and Bank Reconciliations
- Review of Corporate Governance
- Review of Expenditure
- Assessment and Management of Risk
- Precept Determination and Budgetary Control
- Review of Income
- Review of Petty Cash and Fuel Cards
- Review of Staff Salaries
- Investments and Loans

Cllr R Lloyd proposed, Cllr A Sherwell seconded to accept the report

Resolved: The council unanimously agreed to receive, note and accept the Internal Audit Report 2022-23: Interim Update

9. Local Plan for Buckinghamshire and Settlement Hierarchy Review

To agree the Town Council's response to the Buckinghamshire Local Plan Consultation and Settlement Hierarchy Review. Councillors received a briefing paper in advance of the meeting with a proposed response.

Cllr R Lloyd gave an introduction to the proposed response and thanked councillors who had submitted their questions, response and concerns, which formed the basis of the proposed response.

Councillors discussed the proposed response in detail and points such as Link Roads, Park and Ride were raised for further clarification in the response.

Cllr Lloyd will be adding, any comments that were made at the meeting to the proposed response and circulate a final response to all councillors, prior to submission.

Proposed by Cllr R Lloyd proposed, Cllr M Baldwin seconded

Resolved: The council unanimously accepted the proposed wording, which was circulated to councillors prior to the meeting and for the Leader of the Council to add the additional comments that were made during the meeting and a final version to be circulated to all councillors prior to submission to Buckinghamshire Council.

10. Revision to Standing Orders/Financial Regulations

To agree to the amendment of the Chairmanship Standing Orders and Financial Regulations, Part II - Standing Orders, point 42.2.4.

The proposed amendment was issued to councillors in advance of the meeting.

Cllr A Sherwell proposed, Cllr T Dixon seconded

Resolved: Council unanimously agreed to amend Part II - Standing Orders, point 42.2.4 in line with the updated Procurement Thresholds from 21 December 2022, The Public Contracts (Amendment) regulations 2022 (SI 2022/1390).

11. Devolved Services Agreement

Cllr R Lloyd wanted it noted that the Town Council sets its budget in November to submit its precept request to Buckinghamshire Council by the end of January, yet the revised devolved services agreement was received in February, which meant it could not be taken into account when the precept was prepared for 2023-24.

Councillors received the Local Council Devolution Agreement Variation on advance of the meeting for review.

Cllr R Lloyd proposed, Cllr S Bateman seconded

Resolved: Council unanimously agreed to proceed with devolved services under the conditions outlined in the letter from Buckinghamshire Council Ref: Devolution Agreement 2023/24, dated 24 February 2023.

12. Community Sports Hub

Cllr R Lloyd provided a verbal update on the progress of the feasibility study for the Community Sports Hub. The consultants have engaged with England Football and stakeholders and are now starting to engage with the local clubs and organisations.

Cllr Summers queried if HS2 will still be a financial contributor to the Community Sports Hub given they stopped working on the parts of the track. Cllr Lloyd explained that HS2 will still have their community funds, which is separate funding.

13. Outside Bodies Report

To receive, if any, verbal reports from Outside Body representatives.

William Harding Charity Trust

The charity are producing leaflets which can be left in the library and public places so members of the public can find out about the charity. Schools have started making funding applications.

Armed Forces Covenant

Cllr D Summer reported that the Armed Forces will have an Armed Forces Day around May/June time. It will be a new format, which is more family orientated. Further information will be provided in due course.

Aylesbury Multicultural Community Centre

The new committee is still settling in. They have recently found out that their lease runs out in April 2024 and are currently looking into options and what this means for the centre.

11. Chairs Of Committees Question Time

i) **Planning & Licensing Committee**

Cllr S Morgan asked the Town Clerk, if the Council could consider a policy that would help with commenting on planning and licensing applications to limit the number of shops of the same kind opening in Aylesbury.

The Town Clerk explained that whilst a policy can be adopted by the council, the final decision for applications rests with the local authority, Buckinghamshire Council, and that only gambling, and alcohol businesses are required to apply for a licence.

ii) **Policy Committee - Cllr R Lloyd**

Cllr D Summers asked if an updated staff chart could be shared, so councillors know who to contact with any queries and questions.

Cllr Lloyd explained that staffing information is available on the Council's website and new members of staff are introduced in the monthly "Members Update" newsletter. The Members Handbook will also be updated for May and will contain staffing information.

The Town Clerk confirmed that he will be sending a copy of the organisation chart to all councillors, which shows their names and work areas they cover.

Cllr R King asked if officers could occasionally attend committee meetings.

The Town Clerk advised that staff are invited to committee meetings as and when required for specific matters and they will continue to be invited.

iii) **Direct Services**

No questions

iv) **Communities Committee - Cllr T Dixon**

No questions

v) **Grants Committee - Cllr S Morgan**

No questions

vi) **Finance Committee - Cllr A Sherwell**

No questions

12. Date Of Next Meeting

To note the next meeting of the Council, will be held on Thursday 13 April 2023 at 7pm in the Council Chamber, Town Hall, Church Street, Aylesbury, HP20 2QP.

The meeting closed at 8:13pm

Signed: _____ Date: _____
Town Mayor