

THE IVERS PARISH COUNCIL

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON
25th NOVEMBER 2020 at 6.00PM VIA ZOOM CALL**

Present: Councillors Wendy Matthews (Chairman), Chris Jordan, Julie Cook, , Ann Mayling and Carol Gibson. Chris Woolley joined at 1941

In attendance: Councillors Kevin Brown, Peter Stanhope Stephanie Bennett (Clerk).

F.033/20 APOLOGIES FOR ABSENCE

None

F.034/20 DECLARATIONS OF INTEREST

None were received.

F.035/20 PUBLIC PARTICIPATION

No questions or addresses were received

F.036/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 23rd September 2020 be agreed

F.037/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported to the Committee that the new accounts software system was being implemented and that the new payroll had been run for the first time and was successful. Following the questions re assets and insurance the clerk had circulated the information and the Council's insurance was now updated with full reinstatement costs covered.

The Chairman and Vice Chair also briefed the committee on the arrangements for Light Up The Ivers and Cllr Cook who is leading the working group thanked everyone for their hard work. Cllr Cook also explained what was lighting up when and that the advent windows were to become a 'movie'. Cllr Cook also confirmed that a risk assessment had been undertaken and had been provided to the council's insurers to check that cover for the 'event' was in place under the council's policy.

F.038/20 COMMITTEE MINUTES

Considerable discussion took place regarding the Neighbourhood Planning Sub Committee Minutes and the challenges that were being faced.

Councillors were concerned about the necessary timeline and the identifiable need for more resource. The Chairman urged anyone wishing to become involved in the Neighbourhood Plan to let us know and Cllr Cook emphasized the need for meaningful engagement with those who cannot access online meetings and documents via electronic means. Cllr Mayling explained the discussion groups that were ongoing following referrals from the resident's association chairs.

Considerable discussion took place over the need for more resources to help the sub committee members with the tasks that were being set, particularly at task team levels, and around the technical work connected with policies. Of particular concerns was the need for work on policies to tackle the HGVs passing through the settlements.

It was agreed by all that more resource was required to manage the process and that meetings needed to be aligned to action plans so that everyone knew what was required and by when.

RESOLVED that

- a. The presented committee and sub committee minutes be received
- b. £10,000 be allocated to commission project management and technical help to the Neighbourhood Planning Sub Committee. Clerk to be delegated to commission such assistance

F.039/20

FINANCE

The budget reports for all committees and council were considered and the Amenities Committee was requested to consider their preferred allocations to ear marked reserves; the resulting draft to be circulated to all.

The policy and finance budget will be drafted with clerk recommendations and circulated to committee members for comment before budget setting at council in January 2021. Very little of this committee's budget is project related unlike Highways and Infrastructure and Amenities however it was highlighted that the new council would require ipads and that these should be included in the budget.

RESOLVED that

The budget status report for all committees and council be received

F.040/20

OPERATION LONDON BRIDGE/FORTH BRIDGE

The report of the Clerk was considered.

RESOLVED that

- a. The approach of the Clerk be undertaken with the book of

condolence made available to the public at the Hub or the Jubilee Pavilion, Iver Heath Pavilion and possibly Richings Park Sports Club. 2 marshals to be available with the book at all times with councillors assisting during non working hours. Condolence book to be available until the day after the funeral.

- b. A position for the community to lay flowers and memorials to be nominated as the area outside of the hub with clear messages made to the community about the position of the memorial and what will happen to the memorials. All decaying memorials will be removed and one week after the funeral all memorials will be removed
- c. All non essential council meetings to be cancelled
- d. The memorials will be photographed and posted to facebook
- e. Arrangements to be adjusted as necessary if Covid security is still required

F.041/20 LICENCES

The clerk reported on the request for access to be granted to Iver Recreation Ground directly from a residence.

RESOLVED that

Clerk to investigate the current licences and develop a policy for a non-transferable licence subject to acceptance of licence conditions and a one off payment. Payment amount to be included in the 2021 – 2022 budget setting.

F.042/20 GOVERNANCE AND STRUCTURE

The Committee considered the report and recommendations of the Clerk. Councillors wish to encourage the community to engage with the council and one way of doing this is to provide more interesting topics at the meetings that they attend. There was a general desire to reduce all decision making to a monthly council meeting whilst retaining Planning, HR and Neighbourhood Planning Committees. This was felt to be an aspiration once the current workload had been reduced.

RESOLVED that

- a. The Clerk to develop terms of reference and a draft schedule of meetings for a governance structure of:
 - 11 x Council meeting pa
 - 6 x Facilities and Events Committee pa
 - 6 x Open Space and Highways Committee pa
 - As required Neighbourhood Committee reporting to Council
 - As required HR and Training Committee reporting to Council
 - 4 x Finance and Audit Committee reporting to Council

- b. The Clerk to develop a strategy for increased information sharing between councillors and to the community

F.043/20 SECTION 106

Councillors are concerned that there is no opportunity for representation of community views within the S106 negotiations that are conducted by Bucks officers. It was recognised that anyone could submit a S106 proposal however there is no approach to join up submissions between parishes; The Ivers had endeavoured to do this in relation to the Pinewood proposals and a meeting with Fulmer PC had taken place. Councillors need clarity on what the process is and the Chairman informed the committee that the Community Board was shortly due to produce this.

Councillors felt strongly that officer based negotiations without community representation was inappropriate and should be challenged. It in the gift of the the Bucks Committee to require the application to be revisited if the applicant wishes to change the S106 requirements set out in the conditions of the approval.

The Clerk would circulate the briefing paper as soon as possible.

F.044/20 POLICIES AND FINANCIAL REGULATIONS

The Chairman explained that due to operational pressures the Financial Regulations would be reviewed at January Council with other policies reviewed as time became available. The Clerk informed Council that she was would start with the policies that were a priority for the Council

F.045/20 ATTENDANCE

RESOLVED that

Councillors must now tender their apologies for meetings they were unable to attend in order to avoid a non attendance being recorded

F.046/20 HEALTH AND SAFETY AND RISK MANAGEMENT

No incidents have been recorded or notified to the council.

The Clerk reported that it has not been possible for councillors to undertake the risk assessments for the open spaces and facilities.

RESOLVED that

The Clerk be delegated to engage professional assistance to undertake the risk assessment; a £2500 budget be allocated for this work.

F.047/20 COMMUNICATIONS

The committee requested that the community be informed of the S106 briefing note once available (Cllr Gibson to provide an introduction). The Light Up the Ivers publicity was ongoing and the Neighbourhood Planning Sub Committee Communications Task Team was undertaking considerable comms re the developing plan

The meeting closed at 8.03pm

Signed Chairman

Date