



Aspley Guise Parish Council

Item	Owner	Raised	Progress	Action
1.	Clerk/Cllr Raper	5 th Nov 2018	Ongoing	10f. Defibrillator progress and purchase of BT telephone box by the Anchor: CB Cllr Wells had said we would have to wait until October (2018). It was agreed to contact Marcel Coiffat at CBC to advise that as this box is no longer used, the Parish Council would like to house the defibrillator in it Current Status: 27/11 No response from Marcel Coiffat 17/12 Cllr Hawley to find out who owns the land the box is sited on. 7/1 Cllr Hawley has spoken to The Anchor and they are in contact with their head office to see if they own the land the phone box sits on. 4/2 Cllr Hawley advised she is still waiting to hear back from The Anchor and was considering other sites. 4/3 It was proposed and agreed that a Land Registry search be carried out to establish who owned the land the phone box is sited on. 22/3 Cllr Hawley advised there was no further update 9/5 It has been established that the phone box sits on land owned by the brewery, next steps are for Clerk to write a letter to BT, advising them, The Anchor give permission to use this for a defibrillator, and for The Anchor to sign it. Then to seek permission from CBC to remove the phone, as this is the last public phone box in the village. 19/6 Clerk Emailed The Anchor for confirmation from the Brewery, once received will forward onto BT and CBC for approval to move forwards. Cllr Hawley looking into cost of boxes and defibrillators. 5/8 After some negotiating the Brewery are working with us to allow access to their land for the phone box to be used for housing the defibrillator. However, the phone box is not listed on the Brewery land and this is causing some problems. Once this has been sorted, the Clerk will follow up with CBC and BT to arrange removal of phone and for AGPC to adopt the phone box from BT. Cllr Hawley/Clerk are investigating options for the Defibs and sourcing prices. 2/9 WSTC are installing the DefibSafe2 plus the iPad SP1 defibrillator, which has been installed at other nearby villages to. It makes sense to go the same route. The cost of this from Wel Medical Ltd is £1,250 plus £66 for the plate needed to install into the phone box, plus vat. The electrician who is installing the WSTC defib, is coming to provide a quote for installing into the phone box in Mount Pleasant on the 28/8. Once we have his quote, we can bring it to Council for approval. Pauline and her daughter have raised £1,400 to fund this.



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				There is no update from the Brewery on the 2nd location. Cllr Hawley has raised a motion for the Council to re-allocate the budget for dog poo bins of £1,000 towards the purchase of the two defibrillators for the village. Earlier in the year CBC installed additional dog poo bins and replaced two of the older bins at their own cost. Residents were asked via social media for suggestions on where to place another bin if AGPC were to buy one, but there has been very limited response. Together with the £1,400 already raised by Cllr Hawley and her daughter this will total £2,400 and c £3,000 is required depending on install costs. Cllr Hawley will continue to fund raise over the coming weeks for the remainder. Proposed by Cllr Hawley, seconded by Cllr Bailey: the motion was carried with a unanimous vote. Clerk to reallocate the funds 30/9 on main agenda for approval to order 1 for Spinney Lane. 30/9 A motion has been raised to purchase 1 defibrillator and for the installation charge into the old phone box at the junction of Spinney Lane and Mount Pleasant, using the funds raised by Cllr Hawley and her daughter plus money set aside from AGPC for this project, as per the following details: • DefibSafe2 plus the iPad SP1 defibrillator £1,250.00 (plus vat) • External Cabinet Telephone Bracket Plate £66.00 (plus vat) • Electrician £276.00 (plus vat) • Total cost £1,592.00 (plus vat) Note: this defib is the same as the one installed in Woburn Sands and Bow Brickhill. The electrician although not the cheapest quote (which was an estimate of £170), is the person who installed the defib at Woburn Sands. Proposed by Cllr Hawley, seconded by Cllr Andrews: the motion was carried with a unanimous vote. Clerk to place order 4/11 Defib received, waiting for install dates from electrician and training dates from WelMed.
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			4/11 Defibrillator Grant: A motion has been raised to approve the grant request of £400 from the Ward Councillor Grant (CBC) towards the two defibrillators. Proposed by Cllr Hawley, seconded by Cllr Davis: the motion was resolved with a unanimous vote. Clerk to submit grant application 2/12 Defib installed in the micro-library at the junction of Spinney Lane and Mount Pleasant. 26/11 Brewery advised they were happy for the phone box to remain on their land and for it to house the defibrillator. Waiting for written confirmation and legal paperwork to complete. 28/1 Brewery advised meeting schedule next week to sign the paperwork their end. 19/2 Clerk chased Brewery, responded should hear in a couple of weeks. 20/4 Clerk chased the Brewery, paperwork has gone missing, Brewery to re-issue. 20/5 Clerk chased Brewery again. 24/6 Clerk chased Brewery again. 20/7 Advised that the Brewery have signed the documents on the 6th July, but they have not arrived yet. Chased. 20/7 Contract received. Cllr Raper has reviewed and raised a few queries with the brewery. 7/9 Adopt the phone box at The Anchor: A motion has been raised for the Council to agree to adopt the phone box on the site of The Anchor to house the 2nd defibrillator, subject to the contract with the Brewery being signed. Note – the brewery has issued a contract for allowing the defib to be housed on their land, this is currently being reviewed by Cllr Raper. Proposed by Cllr Bailey, seconded by Cllr Bird the motion was agreed unanimously. Clerk to start investigating how to adopt the phone box in preparation for the legal agreement being signed with the Brewery. 30/9 Cllr Raper has chased Brewery for a response 3/9 and 16/9 16/10 Clerk chased Brewery
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				16/10 CBC are proposing to reject BTs proposal to remove the phone box, which jeopardises the PC's option of installing the Defib in here. CBC have said for the PC to respond to the consultation stating they wish to adopt it. 3/11 PC responded to survey to advise they wanted to adopt the phone box. 10/11 & 26/11 Clerk chased Brewery via the agent, they advised would chase the lawyers and the client. Dec 2020 / Jan 2021 CBC confirm they support the PC proposal to adopt the phone box, BT advise that because the phone box sits on private land they need email confirmation from the brewery to give permission for the adoption. I have forwarded their email onto Nick from Wells & Co who has taken this over from Gemma. Freeths (solicitors for the brewery) ask the PC to mark up the agreement with minimum changes and send back: this is waiting for Cllr Raper. I have contacted Wel Medical for a quote for the defib and housing box. 11/1/21 BT advised that Wells & Co have requested to adopt the phone box directly. Clerk has contacted Wells & Co for an update (chased 19/1). 19/1 Wells & Co have instructed their solicitor to review the adoption document with BT, they will then advise next steps.
2.	Clerk	1 st July 2019	On Hold	Repairs to the War Memorial: 1/7 Cllr Bailey has raised a motion to proceed with investigating the work required to repair/spruce up the War Memorial and decide Councillors to take this forward. Proposed by Cllr Bailey, seconded by Cllr Andrews: the motion was carried with a unanimous vote. It was agreed Cllr Hawley would take ownership. 5/8 Cllr Hawley asked a local contractor to review the memorial, his verdict was that it is beyond economical repair, the main support is now rotten and the left hand horizontal is loose and has a bad case of wood worm. Clerk has emailed two specialist memorial restoration companies to ask if they can give their professional opinion. The War Memorial Restoration Co. has responded and asked for photos to provide a desktop quote (alternatively the charge would have been £350 for them to come out and review). Photos sent 26/7. 2/9 Clerk has chased War Memorial restoration company.



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				30/9 Quote from War Memorial restoration company has been received. Met with Corinthian Stone on the 11/9 and awaiting quote for stone work. Have asked Turneys for a quote also. 2/12 Quotes have been received, but PC can apply for a grant though warmemorials.org. 2/12 Three quotes have been received for repairs to the War Memorial on Bedford Road. Grants towards restoration works can be applied for from warmemorials.org, and if approved will cover between 25% to 75% of the cost. First step is to complete the pre-application form to see if a grant is possible. It is expected that this application will take time and its therefore very unlikely the work will be carried out this financial year. Cllr Bailey has proposed a motion to move this budget of £1,000 into a ring-fenced reserve, so it is available to use once the decision about a grant is known. Proposed by Cllr Bailey, seconded by Cllr Lewis, this motion was resolved unanimously. Clerk to action. 17/12 Pre Grant application submitted. May have to wait up to 2 months to hear back. 17/1 Received notification that part of the project may be eligible for grant funding. Clerk to assess the response in detail. 21/4 Part of the application is to prove ownership. Once land registration is complete, we can proceed.
3.	Clerk	2 nd Sept 2019	Ongoing	Register War Memorial: A motion has been raised to instruct Geoffery Leavers to apply for ownership of the War Memorial based on adverse possession at a cost of £750 plus vat. See briefing paper for background details. Proposed by Cllr Bailey, seconded by Cllr Lewis: the motion was carried with a unanimous vote. Clerk to instruct Geoffery Leavers 3/9 Geoffery Leavers instructed. 19/11 Declaration submitted to HM Land Registry 9/1 HMRC advised Ordnance Survey would be going to inspect the site.



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				25/3 Declaration of belief of ownership signed by Stewart and sent back to Geoffery Leavers. 24/7 GL advised this is delayed due to COVID19, they are hoping to move it along w/c 27/7 16/10 Update from GL: it is still with Land Registry
4.	Clerk	4 th Nov 2019	Ongoing	Tender process: Cllr Lewis said the council should have a consistent process for awarding tenders. Cllr Bailey asked him to propose best practise. 2/12 Cllr Lewis produced a draft document, but it needs reviewing and amending before being shared with Council. 13/1 Have asked BATPC for standard 19/2 Drafted a scoring matrix, will check with other councils to see what they use. 26/10 Clerk has reached out to other Clerks to see what is in use, with very limited success. Will circulate to Chair and Vice Chair in the first instance for review. 26/11 Ongoing discussions with Chair and Vice Chair
5.	Clerk	4 th May 2020	Ongoing	Village Square Land Registration: A motion has been raised to formally register ownership of the Village Square bus shelter using Geoffery Leavers at a cost of £850 (plus vat) plus fees of c £100 Proposed by Cllr Bailey, seconded by Cllr Raper: this motion was resolved unanimously in favour. 6/5 Clerk instructed Geoffery Leavers 24/7 GL advised this is delayed due to COVID19, they are hoping to move it along w/c 27/7 18/9 GL drafted a statutory declaration, Clerk reviewed and waiting for final version for the Chairman to sign. 1/12 Chairman signed statutory declaration.
6.	Cllr Bird	1 st June 2020	Ongoing	Radwell Pit/Old Clay Pit:



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				Cllr Plasom has raised a motion for the Council to approve investigating whether they own the piece of land as described in the attached document, and if so to ask Geoffery Leaver to register the land on our behalf subject to agreeing the fee. Proposed by Cllr Plasom, seconded by Cllr Andrews: this motion was resolved unanimously in favour. 6/7 based on information received from Land registry and CBC this pit sits on land registered to AG Golf Club. Ask Matt to talk to the Golf Club. 20/7 no update 5/10 Cllr Bird advised he has contacted AG Golf Club and had an initial discussion. He will now follow this up. 28/11 Cllr Bird advised no progress had been made with this.
7.	Clerk	6 th July 2020	Ongoing	Streetlights: A1 Church Street: Our contractor has advised this lamp is unsafe and has provided 3 options. A motion has been raised for the council to decide which is its preferred option, subject to discussions with the home owner (the lamp is fixed to the side of a house): a) Remove at a cost of £98 plus vat via A. Muskett plus UKPN charges b) Overhaul at a cost of c£640 plus vat plus UKPN charges (further quotes would be required to satisfy the Financial standing orders) c) Upgrade at a cost of c£1,595 plus vat plus UKPN charges (further quotes would be required to satisfy the Financial standing orders) Proposed by Cllr Bailey, seconded by Cllr Riley: the motion was passed unanimously in favour of option C. 13/7 Clerk issued tender, closes 22/7. 29/7 Moved to main agenda for decision. 3/8 Council agreed to Overhaul the streetlight using A Muskett for the work. Contractor advised. Cllr Davis spoke with the owners of the property and they are happy with this decision. 24/8 Cllr Davis spoke with the home owner and they were happy with the approach to overhaul the light. The contractor has advised that delivery of the mini feeder pillar is going to be a few weeks, and he cannot activate UKPN until he has this part, so the repair will take some time. 16/10 Clerk chased for update: AM advised the Feeder pillar should be with him this week. 26/11 Clerk chased for an update



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				27/11 planning to install w/c 30/11 27/12 this is delayed as the contractor has provided the following comment "The resident was not very enthusiastic about having a small feeder pillar installed on the corner of his property and on looking again at where it was to be located I now tend to agree with him. The corner of his house has been clipped by poor drivers and where the feeder pillar was going to be put would make it also very vulnerable to vehicle impact. I'm going to seek a meeting with UKPN and ask very nicely if they would upgrade the supply in the existing position." 21/1 Clerk chased for an update
8.	Clerk	7 th Sept 2020	In progress	A motion was raised to award the tender for Project Iffley: supply and fit 10 Windsor Iffley LED lanterns plus paint the 10 columns black, plus to paint the 24 columns already fitted with Windsor Iffley lanterns black to Contractor 3 at a cost of £9,461.00 plus vat. This is within the £10,000 budget. Proposed by Cllr Bailey, seconded by Cllr Bird the motion was agreed unanimously. 8/9 Clerk to advise contractor. The work will take some time as there is along lead time on the Iffley items. 16/10 Clerk chased, and lanterns expected mid November. 26/11 Clerk chased for an update, contractor advised there had been a delay in delivery, but they were expecting them this week. 16/12 Clerk chased for an update: advised the equipment had been delivered on the 15th Dec, and contractor hoping to install over next couple of weeks. 13/1 10 New Iffley's installed, hoping to complete paint within next two weeks.
9.	Cllr Bailey	7 th Sept 2020	In progress	Letter from the Village Hall: Motion to discuss and agree response to the letter. It was agreed to advise the VHMC that the PC would seek legal advice on the matter. Proposed by Cllr Bailey, seconded by Cllr Davis the motion was agreed unanimously. 8/9 Clerk advised VHMC 8/10 Clerk wrote to Chairman of the VHMC to seek clarification on points in their letter before seeking legal advice. 26/11 No reply from the VH as yet.



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10.	Cllr Plasom	5 th Oct 2020	In progress	Community Right to bid: A motion has been raised for the Councillors to consider if they would like to apply for a Community Right to Bid for key locations around the village, and if so to agree those locations and the owner of the task. Proposed by Cllr Bailey, seconded by Cllr Plasom, it was agreed unanimously that the PC would like to review which locations could be included in the Community Right to Bid and that Cllr Plasom would take ownership of this review. 26/11 Clerk chased Cllr Plasom for an update 18/1 Chairman chased for an update
11.	Clerk	5 th Oct 2020	In Progress	Benches: A motion has been raised to replace 2 of the worst benches in the village, one being on West Hill (old concrete one) and the other TBC with the same model as used last year, subject to quotes being sought. Proposed by Cllr Bailey, seconded by Cllr Andrews, this motion was agreed unanimously in favour of replacing the bench on West Hill (where the road narrows) and at Berry Lane. Clerk to obtain quotes. 7/12 Moved to main agenda for approval Jan'21: Benches to be installed as soon as possible.
12.	Cllr Bailey	2 nd Nov 2020	In progress	CCTV: Common play area Cllr Bailey has raised a motion to see if the Council think they should research the cost and possibility of installing CCTV in the Common play area. Proposed by Cllr Bailey, seconded by Cllr Lee-Woolfe, the motion was agreed unanimously. Clerk to investigate. Clerk had a Zoom meeting with Rapid Vision Systems to get some further information. 3 stages to go through when considering CCTV:



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				Stage 1: Community Engagement, is this something the community would support? without support CCTV can be seen as an infringement on personal rights. (I explained we had received emails and calls from residents about the issue and we had printed articles on the subject in newsletters). Stage 2: Ensure the police have been informed and are engaged with trying to tackle the problem. Raise awareness by talking at schools, always best for the PCSO to do this as it gives more weight and focus on the community spirit of the village. Report incidents via 101 online, as the more incidents reported the more focus AG will receive from the Police. (I advised I had contacted the PCSO's and they said they would try and carry out more patrols). Stage 3: Investigative work: either by people or CCTV. RVS would never recommend that people (unless Police) do this investigative work, as youths are too unpredictable, hence the need for CCTV. 23/11 The Finance Advisory Committee considered including CCTV in the budget. It was decided against recommending for FY21/22 so stage 1 and 2 could be followed first, and then this could be reconsidered again next year if required.
13.	Cllr Davis	7 th Dec 2020	In progress	A2 The Mount replacement (see briefing paper): Cllr Davis has proposed a motion to select Contractor 1 Option 1 at a cost of £2,212 plus vat. It is assumed BHIB will select Option 2 at a cost of £1,312 plus vat, but the proposal is for the PC to ask if they can proceed with Option 1 and absorb the additional cost. If BHIB do not allow this, then the replacement will proceed with Option 2, fully covered by BHIB (less excess). The motion was amended to select Contractor 1 with a revised option of steel column, painted black with a Windsor Iffley Lantern at a cost of £1,962 plus vat to present to BHIB Insurance for approval. Proposed by Cllr Davis, seconded by Cllr Bailey the motion was unanimously agreed. 16/12 Clerk sent documents to Aviva for approval. 8/1 Aviva agreed to the Insurance claim to cover removal and replacement at a cost of £4,689.51 less £125 excess. 11/1 Clerk gave go ahead to contractor for the work.



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14.	Clerk	11 th Jan 2021	Moved to main agenda	The Council asked the Clerk to advise how many of the PC owned streetlight were fitted with LED bulbs, and approx. the cost of upgrading all remaining bulbs to LEDS. 19/1 update of asset list in progress.
15.	Clerk	11 th Jan 2021	Not yet started	Asset mapping software: The Council asked the Clerk to review asset mapping software to map streetlights, benches, flower pots etc .