



Minutes of the Meeting of Weston Turville Parish Council held on 21st September 2017 at the Village Hall, School Approach, Weston Turville.

PRESENT:

Cllrs: M Jarvis (Chair), M Conolly, R Eastaugh, J Paterson, D Sibley, M Simons, C Terry, N Treacher
 Clerk: Sarah Copley

<p>17.112 APOLOGIES AND ANNOUNCEMENTS</p> <p>Apologies were received from Cllr Hillier.</p>	
<p>17.113 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest made and no requests for dispensation.</p>	
<p>17.114 OPEN FORUM FOR PARISHIONERS</p> <p>No members of public were present.</p>	
<p>17.115 MINUTES OF PREVIOUS MEETINGS</p> <p>a) There was one amendment to minute 17.104(b) in the minutes of the meeting held on 20th July which were then accepted and duly signed by the Chairman. b) The actions list was reviewed and completed actions noted.</p>	
<p>17.116 COUNCILLOR VACANCY</p> <p>It was noted that there had been two expressions of interest in the vacancy for a parish councillor but no formal application made to date.</p>	
<p>17.117 POLICY AND RESOURCES</p> <p>a) The list of payments tabled was AGREED and is attached to these minutes as appendix 2. The following were noted and retrospectively agreed by the Council:</p> <ul style="list-style-type: none"> • Structural inspection of a wall in the village hall wall which was cracked, the plumber had been unable to install the new boiler until this had been carried out - £190 +VAT • Repair to lock on village hall front door - £113 +VAT • Use of Media Five Ltd to print the WT Times as Serco printers were out of action. It was hoped that Serco would be in a position to print the next issue but if not, Media Five would be asked to do so again. <p>b) The bank reconciliation to end of August and the finance report were noted. c) The external audit had been completed and notices displayed in accordance with the legislation. d) The Clerk reported that the Council's staging date for pension automatic enrolment was 1st October and that she would complete the declaration after that date.</p>	
<p>17.118 INSURANCE</p> <p>The Council's insurance policy was due for renewal on 1st October and the Clerk had sourced three quotes for the renewal to include cover for the Parish Council and Village Hall Management Committee. After discussion it was agreed to accept the quote from Came and Company for a policy with Hiscox. It was further agreed to enter into a three year deal in order to secure a further discount. The cost of the policy for 2017-18 would be £2850.</p>	Clerk

<p>17.119 LED STREET LIGHTS</p> <p>Aylesbury Mains had provided further information on dimming options for their LED lights. The cost of the dimming options increased the unit cost to £185.50 which was still substantially lower than the CU Phosco lights.</p> <p>After discussion it was AGREED to invite Aylesbury Mains to attend the next Council meeting in order to demonstrate the options.</p>	Clerk
<p>17.120 : OFFICE EQUIPMENT</p> <p>a) The contract for the office telephone had expired and Vodafone had offered the following two options – a SIM only OneNet contract at £36pm or a handset upgrade for £43.20pm, both prices were inclusive of VAT. After discussion it was AGREED to move to the SIM only contract.</p> <p>b) The Clerk reported that the cost of toner cartridges for the HP Laserjet printer had increased substantially over the past year and were now in excess of £300 for a full set. It was agreed to look at alternative options.</p>	Clerk Clerk
<p>17.121 VILLAGE HALL EXTENSION</p> <p>The architect had drawn up initial plans for the extension which were discussed. It was agreed to accept the plans subject to moving the fire escape from the committee room so that it went straight outside. The toilet could then be moved to maximise the space available for the new meeting room and office. The Clerk would ask the architect to amend the plans accordingly and they would then be submitted to AVDC for planning permission.</p> <p>Cllrs Eastaugh and Simons were working with the Clerk on this project, Cllr Eastaugh was producing project documentation and a timeline. An update would be provided at each council meeting.</p> <p>The Clerk had confirmed that there was sufficient s106 funds available for this project with the relevant officer at AVDC. He had suggested getting some estimates for the work in order to apply for the funding at an early stage.</p> <p>It was agreed that the Clerk attend the next BALC VAT training course to ensure that any VAT liability was correctly accounted for.</p>	Clerk Clerk
<p>17.122 VALE OF AYLESBURY LOCAL PLAN</p> <p>The timetable for the VALP was noted, the consultation period would be November through to mid December.</p>	
<p>17.123 PLANNING COMMITTEE</p> <p>a) The minutes of the Planning Committee meeting held on 3rd August were noted.</p> <p>b) The Council considered the following applications and agreed: 17/00533/ADP Land East of New Road – no further comments 17/03289/APP 2 William Burt Close – no objections</p> <p>c) The planning applications for Hampden Fields and Woodlands would be considered by AVDC’s strategic development committee on 25th and 26th October. It was agreed that the Chairman would contact Aston Clinton Parish Council to coordinate the parish councils’ representation. Cllr Jarvis would represent the Parish Council on the Hampden Fields application.</p> <p>d) The appeal for application 16/03542/AOP for 50 houses to be built on land off Marroway was due to be heard 24-31 October. It was agreed that the Chairman would represent the Parish Council at the appeal.</p>	

<p>17.124 NEIGHBOURHOOD PLAN</p> <p>a) The pre-submission draft of the neighbourhood plan was currently out for consultation which ended on 20th October. The consultation event held on 10th September had been well attended. Once the consultation responses were analysed, it was hoped that the final draft of the plan would be put before the Parish Council at its November meeting for approval to submit to AVDC.</p> <p>b) The Diocese of Oxford had requested a meeting regarding the designation of green spaces and it was agreed that Cllr Simons and the Clerk would attend for the Parish Council.</p>	<p>Clerk</p>
<p>17.125 ENVIRONMENT AND HIGHWAYS</p> <p>a) Cllr Paterson raised concerns about the lack of signage for Weston Turville on the Wendover Road and Aston Clinton Road. It was agreed that this should be taken up with Transport for Bucks.</p> <p>b) Cllr Paterson had reviewed the traffic data for Main Street and would provide a precis for the Clerk to distribute.</p> <p>c) Thames Water would be replacing mains water pipe in Marroway, work commencing 2nd October.</p> <p>d) The dog bin locations were reviewed and it was agreed that no changes be made.</p> <p>e) The roundabout at the junction of New Road and Main Street had been resurfaced during August, some householders had complained that they had not been notified of the works and road closures which would be passed on to Transport for Bucks.</p> <p>f) A resident of Bakers Walk had written to the Council asking if anything could be done about the amount of cars being parked in a manner that blocked the pavement and was also causing an obstruction for emergency vehicles and refuse lorries. The Chairman would go and look at the issue and report back at the next meeting. The Clerk would obtain some signs from the fire service reminding drivers not to block the roads for emergency services.</p> <p>g) Marroway hedging had become very overgrown and was now blocking the pedestrian footway. The Clerk would take up with Transport for Bucks but if they not on their work plan to cut it back, it was agreed that the Parish Council would pay Aylesbury Town Council to cut this back under the devolved services contract to a maximum of £250.</p> <p>h) The new MVAS ground screws had been installed in Church Lane and Brook End, the one for Worlds End Lane was due to be installed the following week.</p> <p>i) The Clerk reported that permission to take on grass cutting for Aston Clinton Road was still awaited from Transport for Bucks.</p>	<p>Clerk</p> <p>JP/Clerk</p> <p>MJ Clerk</p> <p>Clerk</p>
<p>17.126 VILLAGE HALL</p> <p>a) Cllr Simons reported that the boiler had been replaced and the hall redecorated over the summer holidays.</p> <p>b) The police had taken a copy of CCTV footage for the date/time of an assault which had taken place in School Approach.</p>	
<p>17.127 RECREATION GROUND AND SCHOOL APPROACH</p> <p>a) Cllr Sibley reported that weekly inspections were ongoing and nothing to report.</p> <p>b) ROSPA had carried out a post installation inspection of the new slide and their report was noted. It was agreed to monitor the gap in the steps and go back to Safe and Sound for the backs to be filled in at a later date if required.</p>	

<p>c) The gate to the play area had been broken during the school holidays and was being repaired the following day at a cost of £85.</p> <p>d) The contractor whose quote to extend the railings in the car park had been accepted had not fulfilled the contract despite several date reschedules. The Clerk had asked the other two companies who had initially quoted to reconfirm their quotes. After discussion it was agreed to get quotes to include all the works to be carried out in the car park which would include the provision of a new path at the and safety measures at the entrance to the car park.</p> <p>e) The new bench had been delivered over the summer and a quote of £275 received to install it on a concrete base. This quote was accepted.</p>	Clerk
<p>17.128 BUS SERVICES IN WESTON TURVILLE</p> <p>Cllr Conolly had produced a report on bus service in Weston Turville which had been circulated prior to the meeting. It was agreed this matter be deferred to the next meeting.</p>	
<p>17.129 CONSULTATIONS</p> <p>It was noted that Bucks CC had the following two consultations running:</p> <ul style="list-style-type: none"> • Draft Transport Development Management Policy • Minerals and Waste Policy <p>Due to short time to deadline it was agreed not to make a response on behalf of the Parish Council but that councillors may respond individually if wished.</p>	
<p>17.130 CORRESPONDENCE</p> <ul style="list-style-type: none"> • A request to carry out metal detecting on the playing field had been withdrawn. • Confirmation that the addresses of the new houses built off New Road would be "Fitkins Meadow" had been received. 	
<p>17.131 REPORTS OF CHAIRMAN AND CLERK</p> <p>The Clerk reported AC Colts Football Club had signed their agreement for pitch hire for the forthcoming season and had paid the fee.</p> <p>The domain wtpc.org.uk had been returned to the Parish Council and email addresses with the shorter domain would now be set up for each councillor.</p>	
<p>17.132 MATTERS FOR INFORMATION</p> <p>Cllr Terry requested an agenda item for October to agree the budget for autumn planting.</p> <p>Cllr Paterson suggested that parish councillors and the clerk have some identification that can be used when speaking to residents or representing the Council. The Clerk would investigate options for consideration at the next meeting.</p> <p>Cllr Simons reported on complaints from local residents regarding a caravan being lived in at the Brook End industrial units. It was understood that this matter had already been reported to police and the planning authority and the Clerk would request an update.</p>	Clerk Clerk
<p>17.133 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be on 19th October 2017 at 7pm.</p>	

Signed: _____ Date: 19th October 2017 _____

Appendix 1 – Actions List.

Ref	Action	Who	Update/Complete
17.68	Contact resident of The Hyde regarding tree	MJ	
17.86	Speak to owner of property with skip	MJ	
17.104	Quote to paint white lines in School Approach	Clerk	
17.118	Arrange council insurance cover from 1 st October	Clerk	✓
17.119	Arrange demonstration of LED dimming facility	Clerk	✓
17.120	Change Vodafone contract to SiM only	Clerk	✓
17.120	Investigate printer options	Clerk	✓
17.121	Contact architect with extension plan amendments and arrange for planning application to be submitted	Clerk	✓
17.121	Book onto next BALC VAT training course	Clerk	✓
17.124	Arrange meeting with Oxford Diocese, MS and SC to attend	Clerk	✓
17.125	Contact Transport for Bucks re signage in WT	Clerk	✓
17.125	Report on traffic data for Main Street	JP/Clerk	✓
17.125	Look at parking issues in Bakers Walk	MJ	
17.125	Request signs from fire brigade re parking	Clerk	✓
17.125	Arrange for hedging to be cut back in Marroway	Clerk	✓
17.127	Quotes for works at VH car park	Clerk	
17.127	Arrange installation of new bench	Clerk	✓
17.131	Investigate identification options	Clerk	
17.131	Request update from planning enforcement	Clerk	✓

Appendix 2 – Payments

Date	Payee	Detail	Cheque number	Total
15/08/2017	Vodafone	Office phone	DD	£42.00
22/08/2017	E-On	Street light electricity July	DD	£578.32
22/08/2017	Public Works Loan Board	Loan payment	DD	£1,786.37
04/09/2017	1&1 Internet	domain host	DD	£4.79
15/09/2017	Vodafone	Office phone	DD	£45.00
21/09/2017	Roger Haines	Village tidying - July	3528	£458.50
21/09/2017	BALC	Budgets/reserves training course (Clerk)	3529	£37.06
21/09/2017	S Copley	Cost claim – ink, NP consultation materials	3530	£494.58
21/09/2017	Media Five Ltd	Print Sept issue of WT Times	3531	£896.00
21/09/2017	Media Five Ltd	Print June issues of WT Times	3532	£896.00
21/09/2017	Playsafety Ltd	Post installation inspection of slide and tower	3533	£474.00
21/09/2017	RWA Consulting	Structural inspection and report on wall in village hall	3534	£228.00
21/09/2017	E Sharp Electrical	Replacement LED light	3535	£468.00
21/09/2017	E Sharp Electrical	Street light repairs	3536	£144.61
21/09/2017	Wendover Arm Trust	annual membership	3537	£25.00
21/09/2017	Rialtas Business Solutions Ltd	Annual licence for accounts software	3538	£139.20
21/09/2017	Aylesbury Vale District Council	Mapping services for NP	3539	£96.00
21/09/2017	Mazars	External audit fee	3540	£510.00
21/09/2017	Roger Haines	Village tidying - August	3541	£402.50
21/09/2017	lock And Key Centre	Repair village hall door lock	3542	£135.60

21/09/2017	Cllr M Simons	cost claim - plants and compost for planters	3543	£159.49
21/09/2017	Bucks CC - Pensions	Sept pension	3544	£339.29
21/09/2017	S Copley	Sept salary	3545	£1,227.18
21/09/2017	HMRC	Sept PAYE & NI	3546	£337.05
21/09/2017	Aylesbury Town Council	Tree maintenance	3457	£144.00
22/09/2017	E-On	Street light electricity August	DD	£578.32
04/10/2017	1&1 Internet	Domain hosting	DD	£9.58
			TOTAL	£10,656.44