

Minutes of the Meeting of Weston Turville Parish Council held on 19th May 2022 at Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, L Cook, M Conolly, G Fincham, M Jarvis, J Paterson, M Simons, C Terry and M Watson
 Clerk: Mrs Sarah Copley
 One member of public.

22.69	ELECTION OF CHAIR It was unanimously AGREED to elect Cllr Jarvis as Chairman for 2022-23.	
22.70	ELECTION OF VICE CHAIR It was unanimously AGREED to elect Cllrs Simons and Fincham as joint Vice Chair for 2022-23.	
22.71	OPEN FORUM FOR PARISHIONERS The resident in attendance commented that the turn out for the Annual Parish Meeting had been disappointing and suggested that the Council look at ways to better advertise and engage with residents in future. He further asked for confirmation that the survey on the Glebe field was still on schedule and received this confirmation.	
22.72	APOLOGIES AND ANNOUNCEMENTS No apologies received, Cllr Blackmore was absent.	
22.73	DECLARATIONS OF INTEREST a) There were no declarations of interest. b) There were no dispensation requests.	
22.74	MINUTES OF PREVIOUS MEETING a) The minutes of the meeting held on 21 st April were agreed and signed by the Chair. b) The draft minutes of the Annual Parish Meeting were noted.	
22.75	MEMBERSHIP AND REMIT OF COMMITTEES AND WORKING GROUPS a) Membership and remit of the Council's committees was discussed and it was agreed that committees would be: Planning and Highways Committee – Cllrs Baylis, Conolly, Cook, Paterson, Simons and Watson. Cllr Paterson was elected as Chair. Policy and Resources Committee - Cllrs Fincham, Paterson, Simons, Terry and Watson. Cllr Fincham was elected as Chair. The Chairman would be an ex-officio member of all committees. There were no amendments to the Terms of Reference for either committee. b) The Parish Council representatives on the Climate Action Working Group was agreed as Cllrs Blackmore, Cook and Jarvis.	
22.76	APPOINTMENT TO EXTERNAL BODIES a) Wendover Community Board - Cllr Simons, Cllr Blackmore, Cllr Fincham b) ARLA Liaison Group – Cllr Jarvis, Cllr Blackmore as deputy c) RAF Halton Stakeholders meetings – Cllr Simons and Cllr Cook	

	<p>d) Marroway Partnership meetings – Cllr M Simons and Cllr Cook</p> <p>e) BALC Parish Liaison meetings – Cllr Jarvis</p> <p>f) Aylesbury Gardenway – Cllr Simons and Cllr Fincham</p>	
22.77	<p>BANKING ARRANGEMENTS</p> <p>a) Direct Debits and Standing Orders – these were reviewed and it was AGREED that all were still required and should remain in place.</p> <ul style="list-style-type: none"> • BAS Associates for the payroll which was paid quarterly • Cloudy IT for IT licences and support, paid monthly • Public Works Loan Board for the loan repayment, paid in August and February • DRAX for street light electricity paid monthly • Information Commissioner for Data Protection registration, paid annually <p>b) Signatories – it was agreed that the following councillors would remain as signatories to the bank account:</p> <p>Cllrs M Baylis, M Jarvis, M Simons, C Terry, J Paterson and M Watson</p>	
22.78	<p>ANNUAL ACCOUNTS 2021-22</p> <p>a) The year end bank reconciliation to 31 March 2022 was reviewed and accepted.</p> <p>b) Internal audit report – the report of the internal auditor was noted.</p> <p>c) The Council reviewed and agreed the Governance Statements in the Annual Return which was then signed by the Chairman and Clerk.</p> <p>d) There being no questions or comments, the Accounting Statement was agreed and signed by the Chairman. The Annual Return would now be submitted to the External Auditors.</p> <p>e) The dates for public inspection of the accounts were confirmed as being 13th June – 22nd July 2022 and the notice of electors’ rights would be displayed.</p>	
22.79	<p>REVIEW OF POLICIES</p> <p>It was unanimously AGREED to adopt the following policies:</p> <p>a) Standing Orders – as circulated</p> <p>b) Financial Regulations – the amount that could be authorised by Clerk in consultation with Chairman was increased to £1,500.</p> <p>c) Code of Conduct – as circulated</p> <p>d) Scheme of Delegation – as circulate with the increased financial limit agreed in 22.79b.</p>	
22.80	<p>POLICY AND RESOURCES</p> <p>a) The list of payments totalling £ 7,385.40 was approved as listed in appendix 2.</p> <p>b) It was agreed to defer adopting the draft Communications Policy until further consideration done on improving community engagement.</p>	
22.81	<p>PROJECTS UPDATE</p> <p>a) Update on ongoing projects:</p> <p>Solar panels - The solar panel installation was almost complete. The panels and inverter had been installed previously with an attending that day to cable and connect the system which was now generating power. There was one matter outstanding which was the meter to show the amount exported, they had bene unable to do this due to lack of space on the fuse board.</p> <p>Petanque Court and Paths - The installation of the petanque court was almost complete, some further works needed on the playing surface which was still uneven. The contractor would be back on site the following week to complete this as well as carry out remedial works on the paths.</p>	

<p>b) Insulation of the village hall</p> <p>The Clerk had contacted three companies regarding options to insulate the roof. The quotes had varied enormously from £10,000 to £62,000.</p> <p>It was agreed to get further advice on insulation of the ceiling and improving the heating and to establish the most cost effective solution.</p> <p>c) Village Hall Car Park</p> <p>The white posts around the grassed area were repeatedly being knocked over by cars exiting the car park and complaints received regarding the narrow entrance. After discussion it was agreed that the Clerk seek quotes to tarmac over the grassed area by the entrance and to remove one section of railing in order to widen the entrance to the car park and to get the white lines repainted.</p>	<p>Clerk</p> <p>Clerk</p>
<p>22.82 PLATINUM JUBILEE</p> <p>a) Picnic in the Park - Cllrs Simons and Fincham updated councillors on arrangements for the picnic in the park celebration event on 4th June. The expenditure for the event was AGREED. All councillors were asked to attend on the day to help.</p> <p>b) Commemorative Bench – after discussion and consideration of the options, it was agreed to purchase a 5 foot stainless steel commemorative bench at a cost of £1050 plus delivery to mark this unique jubilee.</p> <p>c) Plaque for Jubilee Oak – it was agreed to purchase an A4 sized commemorative plaque for the jubilee oak from Brunel Engraving Co.</p> <p>d) Field renaming competition – the list of entries were reviewed along with the votes received and it was unanimously AGREED that the new name would be “The Jubilee Park and Memorial Playing Field”. The Clerk would look at the process to replace the signs at the end of School Approach.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>22.83 SCHOOL APPROACH AND RECREATION GROUND</p> <p>a) Football pitches – verti-draining had been carried out on both pitches in March as previously agreed. The next recommended step to improve the quality of the pitches was to selectively weed spray them which should encourage better grass growth. The cost for this would be £250. It was unanimously AGREED to accept this quote.</p> <p>b) Litter bins – it was agreed to fit the spare litter bin in the children’s play area near the far gate. It was further agreed to monitor over the summer to establish if and where further bins were needed.</p> <p>c) Christmas tree – it was noted that the Christmas tree planted two years ago had died. After discussion it was agreed to submit an application to the Community Board for funding towards the cost of installing a ground anchor with power in the patio in front of the office and to purchase a tree annually.</p>	<p>Clerk</p> <p>Clerk</p>
<p>22.84 PLANNING AND HIGHWAYS COMMITTEE</p> <p>a) The minutes of the meeting held on 12th May were noted.</p> <p>b) Hampden Fields – Cllrs Jarvis and Simons had met with the consortium who confirmed it was still their intention to pass the green spaces, sports and community facilities to the Parish Council to own and manage in the future.</p> <p><i>Cllr Cook left the meeting.</i></p> <p>c) Community Board applications – two of the highways applications submitted had now been costed by TFB. To drop the kerb at junction of Marroway and Wendover Road would cost approx. £35,664 and to make the island at Hampden Hall into a more formal roundabout would cost approx. £21,334. The cap for funding for highways projects was £15,000 and contributory funding required.</p> <p>It was agreed that Cllr Simons would raise concerns over the amount the projects would cost at the next Community Board Highways sub group meeting and to ask</p>	

<p>Bucks Cllr Collins to raise concerns at Bucks over the costs of highways projects and the fact that TFB were directing parishes to the Community Board for funding for this type of project.</p>	
<p>22.85 ENVIRONMENTAL</p> <p>a) Correspondence had been received from a resident requesting that the Council consider changing the grass cutting regime for the large grass verge at the junction of Worlds End Lane and Wendover Road as he had seen some rare orchids growing earlier in the year. It was agreed that Cllr Fincham and the Clerk would meet the resident to look at the area and evidence of orchids before any changes to grass cutting were agreed.</p> <p>b) Cllr Watson proposed that the 90 litre litter bin in the layby near the reservoir with a larger bin. It was unanimously AGREED to purchase two 180litre bins from Broxap, one would be site at the layby and the other used on the playing field.</p> <p>c) The two benches at the junction of Worlds End Lane and Wendover Road were in poor state of repair and needed removing or renovating. It was AGREED that both benches be removed and the one facing the old Village Gate site be replaced with a recycled plastic bench. The Clerk would source quotes for the June meeting.</p>	<p>GF / Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>22.86 REPORT OF CHAIRMAN AND CLERK</p> <ol style="list-style-type: none"> 1. The bird box located in the area off Brookside will be removed later this month at a cost of £30. 2. The football season finished at the end of the month. The Clerk would arrange for the return of the changing room keys and speak to both clubs with regards to next season and report back at the June meeting. 3. Street food night would be held the following evening. 4. Fire alarm test had been carried out earlier that day and one of the smoke alarms was found to be faulty, the engineer replaced it with a working unit. Unfortunately he had misplaced one of the keys for the changing rooms and due to the large number of people in the vicinity at the area, the Clerk had consulted with the Chair and Vice Chair and the lock would be replaced the following day. 	
<p>22.87 MATTERS FOR INFORMATION</p> <p>Cllr Conolly asked that the bus service be raised again with Bucks Council. Cllr Simons and the Clerk would raise at the next Community Board meeting.</p> <p>Cllr Paterson reported on an issue a local neighbour had with her gas supply.</p> <p>Cllr Terry said that the WI would like to plant a tree to commemorate the Jubilee. She had asked them to contact the Clerk regarding this.</p> <p>Cllr Watson reported a branch that had come off tree at the junction Church Lane / School Lane. The Clerk had already asked for this to be removed.</p> <p>Cllr Simons raised the issue with the five planters and suggested that the council employ a company to plant and maintain these. The Clerk would add to the next agenda and source a quote.</p>	
<p>22.88 DATE OF NEXT MEETING</p> <p>The next meeting of the Council would be at 7pm on 16TH June.</p>	

Signed: _____ Date: 16th June 2022

Appendix 1 – Actions List

Ref	Action	Who	Update / Complete
22.12	Investigate options and grants available for insulating the hall roof	Clerk	ongoing
22.29b	Options for bollards and car park redesign	Clerk	
22.30	Planting scheme for village green near war memorial	GF	
22.45	Registration of village hall and playing field	Clerk	
22.46b	Quote to remove remains of broken bird box	Clerk	✓
22.78	Send AGAR to external auditor	Clerk	✓
22.81b	Options for insulating and heating the hall	Clerk	
22.81c	Quotes for car park changes	Clerk	✓
22.82b	Order commemorative bench	Clerk	✓
22.82c	Place order for plaque	Clerk	✓
22.82d	Signage for recreation ground	Clerk	
22.83a	Arrange weed treatment of football pitches	Clerk	✓
22.83b	Arrange installation of litter bin	Clerk	✓
22.83c	Submit application for funding for Christmas tree anchor	Clerk	✓
22.85a	Arrange to meet with resident re orchids	Clerk	✓
22.85b	Order two large sized litter bins	Clerk	✓
22.85c	Quotes for replacement bench	Clerk	✓

Appendix 2 – Payments

02/05/2022	Cloudy IT	Software licences and support	DD	£78.72
19/05/2022	Cllr Terry	Cost claim - APM refreshments	electronic	£81.51
19/05/2022	Mrs B Knight	Internal audit fee	electronic	£150.00
19/05/2022	Goldleaf Groundcare	Verti-drain football pitches	electronic	£420.00
19/05/2022	BALC	Subscription 2022-23	electronic	£620.17
19/05/2022	Buckinghamshire Council	Play around the Parishes sessions	electronic	£888.00
19/05/2022	Lengthsman	Village tidying April	electronic	£822.00
19/05/2022	E Sharp Electrical	Replace faulty street light unit	electronic	£360.00
19/05/2022	Staff	Salary and cost claim (trophy for tug of war)	electronic	£2,041.61
19/05/2022	HMRC	PAYE & NI	electronic	£783.82
19/05/2022	Bucks Council Pensions	pension contribution	electronic	£790.97
19/05/2022	Playsafety Ltd	Annual ROSPA inspection	electronic	£348.60
			TOTAL	£7,385.40