

**Minutes of the Meeting of Weston Turville Parish Council held on 20<sup>th</sup> January 2022 at Weston Turville Village Hall.**

**PRESENT:**

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

22.1	<b>APOLOGIES AND ANNOUNCEMENTS</b>  Apologies were received from Cllr Jarvis. Vice Chair, Cllr Simons, chaired the meeting in his absence.	
22.2	<b>OPEN FORUM FOR PARISHIONERS</b>  A member of public raised the condition of some of the stiles and kissing gates on the rights of way through the parish. They were asked to send a list of those in need of repair to the Clerk to take up with the Rights of Way team at Bucks Council.	
22.3	<b>DECLARATIONS OF INTEREST</b>  a) There were no declarations of interest. b) There were no dispensation requests.	
22.4	<b>MINUTES OF PREVIOUS MEETING</b>  The minutes of the meeting held on 9 <sup>th</sup> December 2021 were agreed and signed by the Chair.	
22.5	<b>VACANCY FOR PARISH COUNCILLOR</b>  Two applications had been made to be co opted but one had withdrawn their application the previous week.  It was unanimously agreed to co opt Laura Cook to the Parish Council, with one abstention (Cllr Watson). Cllr Cook then signed the Declaration of Acceptance and joined the meeting.	
22.6	<b>BUDGET AND PRECEPT FOR 2022-23</b>  a) The draft budget for 2022-23 was reviewed and it was unanimously agreed with no amendments. b) <b>2022-23 Precept</b> - It was unanimously AGREED that a precept demand of £109,600 be submitted to Buckinghamshire Council, this equated to a 2% increase on the Band D equivalent.	
22.7	<b>WESTON TURVILLE TIMES</b>  a) The results of the consultation on the future of the magazine were reviewed and discussed. It was AGREED by a majority vote to continue with the magazine and that a hard copy continue to be delivered to each household in the parish. This would be reviewed in one year. b) The theme and content for the Spring issue was discussed and it was agreed to focus on the arrangements for the Platinum Jubilee celebrations. Cllr Watson agreed to provide an article on the memorial to the fallen plane.	

22.8	<b>POLICY AND RESOURCES</b>	
<p>a) The list of payments totalling £89,151.84 were approved as listed in appendix 2.</p> <p>b) The bank reconciliation and finance report were noted.</p> <p>c) Insurance cover – It was unanimously AGREED to accept the quote from Came &amp; Co to increase the insurance cover to include the skate park and MUGA.</p> <p>d) Appointment of Internal Auditor – It was RESOLVED to accept the quote from Mrs Knight to carry out the Council’s internal audit for 2021-22.</p> <p>e) The correspondence from Bucks Council regarding the Local Government Pension Scheme was noted.</p>		
22.9	<b>PROJECTS UPDATE</b>	
<p><b>a) Recreation Ground Improvements</b></p> <p>The MUGA had been completed before Christmas and the Clerk had applied for the s106 funding from Bucks Council.</p> <p>Work on the remaining footpaths had started on 5<sup>th</sup> January and due to complete this week. There were some issues with the surface of the paths installed over the summer and the contractor had been asked to resolve these.</p> <p>Work on the petanque court would commence once the ground conditions improved.</p> <p>Wildflower area – the benches had been delivered and would be installed when ground conditions allowed for vehicles on the field. Seed planting would start in April.</p> <p><b>b) Memorial to Fallen Plane</b></p> <p>The contractor was ready to start work on the memorial as soon as confirmation received over the correct emblem to put on the plaque. Permission would be required to use the emblem and the Clerk would submit the application with assistance from Cllr Watson.</p> <p><b>c) Village Hall solar panels</b></p> <p>No update, still awaiting approval from the DNO.</p>		
Clerk		
22.10	<b>DEVOLVED SERVICES</b>	
<p>It was unanimously AGREED that the extension to the devolved services contract be signed by the Chair and Clerk.</p>		
22.11	<b>ENVIRONMENT</b>	
<p>a) Dog waste service contract – it was unanimously agreed to sign the agreement for 2022-23 with Bucks Council.</p> <p>b) MVAS Battery – it was unanimously AGREED to purchase another battery at a cost of £169.38 plus VAT.</p> <p>c) A local resident had asked if they could volunteer for litter picking as part of their Duke of Edinburgh Bronze Awards. They would litter pick around the recreation ground and Main Street and be accompanied by their parent. Weekly updates would be provided to the Council and the Clerk would sign off the worksheet.</p> <p>d) Streetlight, West End – a local resident had complained that the streetlight was shining into their bedroom and asked for it to be turned off at night or a shield be provided. It was not possible to fit a shield to this light but a new photocell could be installed to turn it off between midnight at 5am. After discussion it was agreed to consult with other residents in the road before any decision made.</p> <p>e) War Memorial cleaning – the quotes to clean the war memorial were discussed and it was agreed to accept the quote from Hooper Stonemasons. <i>Cllr Fincham abstained from this vote.</i></p> <p>f) Glebe Field Right of Way – the right of way across this field was in very poor condition and dangerous in places. Advice had been sought from the Rights of Way officer who advised on the Council’s duty to maintain this route and suggested that the brambles and blackthorn encroaching on the path be cut back either side and</p>		
Clerk		
Clerk		
Clerk / RB		
Clerk		

	<p>the canopy opened up to allow sunlight onto the path. A quote of £1050 had been received to carry out this work. It was unanimously AGREED to accept the quote and proceed with the work. The Clerk would investigate the procedure to close the right of way whilst work taking place.</p>	
22.12	<p><b>CLIMATE WORKING GROUP</b></p> <p>a) The notes of the meeting held on 2<sup>nd</sup> December were noted.</p> <p>b) CAWT (Climate Action Weston Turville) would like to produce a flyer to be delivered to each house alerting them to grant funding available from Bucks Council. After discussion it was agreed to include these details in the next issue of the WT Times.</p> <p>c) Insulation of village hall – it was agreed that this project would be a priority for 2022-23, the Clerk would investigate grants and options available.</p>	<p>RB</p> <p>Clerk</p>
22.13	<p><b>SCHOOL APPROACH AND RECREATION GROUND</b></p> <p>a) <b>Grass cutting contract</b> – Goldleaf had amended their costs slightly due to the changes at the recreation ground, it was unanimously agreed to retain their services for 2022-23.</p> <p>b) <b>Football pitches</b> – the correspondence from Stoke Mandeville Football Club was noted. It was agreed that Cllrs Jarvis and Watson would meet with the club to discuss further. It was also agreed to get the pitches aerated at a cost of £175 per pitch and to consider further works over the summer break.</p> <p>c) <b>The Coffee Stop</b> – this local trader had requested to be able to set up his trailer at the village hall to sell hot drinks and snacks. It was agreed to permit this for a six month trial period. The trader would be asked to clear any rubbish generated by his stall.</p>	<p>MJ/MW</p>
22.14	<p><b>PLANNING AND HIGHWAYS COMMITTEE</b></p> <p>a) The minutes of the meeting held on 13<sup>th</sup> January were noted.</p> <p>b) Hampden Fields street names – the proposal to use agricultural terms for the street names was agreed. Bucks Council had no objections to the suggestions and there was currently a list of 136 potential names.</p>	
22.15	<p><b>WENDOVER COMMUNITY BOARD</b></p> <p>a) Chat Bench locations – The Community Board had offered to fund chat benches for parishes, it was agreed to put the benches at Barley Close, junction of School Lane / Church Lane and at the recreation ground.</p> <p>b) Trees offered by Bucks Council – it was agreed that the whips were not suitable for the recreation ground as they were too small but that the Parish Council would look into getting larger trees that would easier to establish. The Clerk was asked to find out if the whips could be offered to residents for planting in private gardens.</p>	
22.16	<p><b>REPORT OF CHAIRMAN AND CLERK.</b></p> <p>The Clerk’s report was noted and a copy attached as Appendix 3.</p> <p>Cllr Simons reported that she had attended a meeting with Thames Valley Police with regard to tackling anti social behaviour in the village. A follow up meeting had been organised for March.</p>	
22.17	<p><b>CORRESPONDENCE</b></p> <p>The correspondence regarding litter and fly tipping was noted, the Clerk was asked to respond to suggest that the resident contact Bucks Cllr Chapple to get support from Bucks Council. The police would not be able to act on this matter without evidence of who had fly tipped.</p>	

22.18	<b>MATTERS FOR INFORMATION OR NEXT AGENDA</b> Cllrs Simons and Fincham had met to make a start on arrangements for the Platinum Jubilee celebration event on 4 <sup>th</sup> June, all councillors were asked to be available to help on the day.	
22.19	<b>DATE OF NEXT MEETING</b> The next meeting of the Council would be at 7pm on 17 <sup>th</sup> February.	
22.20	<b>CONFIDENTIAL ITEMS</b> It was resolved under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.	
22.21	<b>WHITE LINING FOR CAR PARK</b> The quotes received for redesigning and re-lining the car park were considered. It was agreed to defer this matter to allow for the car park layout to be redesigned, the underspend in 2021-22 budget would be put into reserves for this purpose.	

Signed: \_\_\_\_\_ Date: 17<sup>th</sup> February 2022

#### Appendix 1 – Actions List

Ref	Action	Who	Update / Complete
22.6	Submit precept request to Bucks Council	Clerk	✓
22.8	Arrange additional insurance cover	Clerk	✓
22.8	Arrange internal audit	Clerk	✓
22.9	Submit application for use of RAF emblem on memorial	Clerk/MW	✓
22.10	Sign and return the devolved services contract	Clerk/MJ	✓
22.11	Sign and return the dog waste contract	Clerk	✓
22.11	Place order for new MVAS battery	Clerk	✓
22.11	Consultation of West End residents re street light	Clerk / RB	✓
22.11	Arrange cleaning of war memorial	Clerk	✓
22.11	Apply for rights of way closure	Clerk	✓
22.12	Article for WT Times for grant funding	RB	✓
22.12	Investigate options and grants available for insulating the hall roof	Clerk	Started
22.13	Arrange meeting with football club	Clerk / MW / MJ	✓

## Appendix 2 – Payments list

				NET	VAT	TOTAL
15/12/2021	Breakthrough Communications	Compliant Councils Hub subscription	electronic	£645.00	£129.00	£774.00
20/12/2021	Clerk	Salary November	electronic	£1,740.46		£1,740.46
20/12/2021	HMRC	PAYE & NI	electronic	£609.83		£609.83
20/12/2021	Bucks Council	Pension contribution	electronic	£658.14		£658.14
29/12/2021	DRAX	Street light electricity December	electronic	£36.76	£1.84	£38.60
29/12/2021	DRAX	Street light electricity December	electronic	£347.11	£69.42	£416.53
10/01/2022	Cloudy IT	IT licences and support	electronic	£65.60	£13.12	£78.72
10/01/2022	BAS Associates	Payroll Q4	electronic	£54.00	£10.80	£64.80
20/01/2022	Lengthsman	tidying public areas	electronic	£260.00		£260.00
20/01/2022	Safe & Sound Playgrounds	Provision and installation of MUGA	electronic	£65,000.00	£13,000.00	£78,000.00
20/01/2022	JW Mowing Services	Stump grinding and replacement perspex for bus shelter	electronic	£238.60		£238.60
20/01/2022	BALC	Training course - Clerk	electronic	£25.00		£25.00
20/01/2022	E Sharp Electrical	Power supply for CCTV column	electronic	£974.35	£194.87	£1,169.22
20/01/2022	Glasdon	Picnic benches for wildflower area	electronic	£1,460.82	£292.17	£1,752.99
20/01/2022	Chubb Fire & Security	Fire extinguisher contract	electronic	£125.06	£25.01	£150.07
20/01/2022	Clerk	Salary January	electronic	£1,740.46		£1,906.91
		Cost Claim, stationery, printer ink, shredder		£139.08	£27.37	
20/01/2022	HMRC	PAYE & NI	electronic	£609.83		£609.83
20/01/2022	Bucks Council	Pension contribution	electronic	£658.14		£658.14
<b>TOTAL</b>				<b>£75,388.24</b>	<b>£13,763.60</b>	<b>£89,151.84</b>

## Appendix 3 – Clerks Report

Below are updates on issues that are ongoing where no decision or minimal expenditure is required. The purpose of this document is to keep councillors and the public up to date on various matters.

- Play around the Parishes** – two dates have been booked for summer 2022, these are:
  - 11<sup>th</sup> August, 2 - 4pm
  - 25<sup>th</sup> August, 10am - 12noon
- Tennis Courts** – the annual cleaning and maintenance of the tennis courts is due to take place 21<sup>st</sup>, 24<sup>th</sup>, 25<sup>th</sup> January, the courts will be out of use for this period.
- Playground** – the duo swing seat was replaced on 19<sup>th</sup> January, there was no cost for this as it was replaced under warranty.
- First Aid Training** – this is taking place on 12<sup>th</sup> February, there is currently one space available due to a cancellation.
- Wendover Community Board Environment and Climate Meeting** – Attend on 18<sup>th</sup> January