



DRAFT HALTON PARISH COUNCIL MEETING MINUTES

Date: 27 March 2024
Location: Halton Village Hall
Time: 19.00 – 21.00

Attendees:

Cllr J MacKinnon, Cllr B Thompson, Cllr C Waddams, Cllr S Barber, Cllr J Kumela, Cllr S Holcroft, Cllr J Lord, Cllr H Veloso, Clerk Fiona Richardson, Sqn Ldr Ed Lismore, Cllr P Strachan, Cllr R Newcome

24.022 Apologies:

Cllr S Bowles
Cllr C Booker

24.023 Co-Option of New Councillors:

Nominations:

Councillor B. Thompson proposed J. Lord as a candidate.
Councillor S. Holcroft nominated H. Veloso as a candidate.

Both nominees, J. Lord, and H. Veloso, expressed their willingness to serve as councillors. The Parish Councillors present at the meeting unanimously resolved to co-opt J. Lord and H. Veloso as new councillors to fill the vacant positions on the council. J. Lord and H. Veloso. signed a declaration of acceptance of appointment.

24.024 Declaration of Interests:

None

The Chair Closed the meeting for the Open Forum:

24.025 Open Forum

No members of the public were present

RAF:

It was confirmed that there is no risk of lead contamination seeping into the allotments. However, it was noted that due to the current non-operational status of the project, the allotments have become overgrown. It was highlighted that the overgrowth needs addressing promptly to maintain the integrity and aesthetics of the area.

Site activities / diary dates

- Graduation is scheduled for the 3rd of April, with subsequent sessions planned every two weeks until summer block leave.
- It was noted that there will be a limitation on firing range time during the upcoming easter bank holiday. However, it was acknowledged that there will be some firing on Easter Friday and Monday bank holidays.

Actions:

RAF to remove branches obstructing the MVAS camera on Chesnut Avenue on the left as you travel into Halton Village and to check the sensor's performance.

RAF to attend to gaps in the fence by the firing range and field.

Cllr B Thompson to draft a letter to the Station Commander to request a visit to the Nuffield Pavillion. HPC would also like to understand which youth groups currently use facilities at RAF Halton, and if they will require rehoming when the Stn Closes. HPC will also request a meeting with the Commercial Business Manager to understand which local sports groups use the pitches and the Pavillion, and what income is generated from their use.

County Councillors

Action:

Cllr Steve Bowles to report back to HPC on Street Lighting matters and provide a point of contact at Bucks Council who can work with HPC on getting the two disconnected lights turned back on, on the B4009

Cllr S. Holcroft will correspond with Cllr S Strachan regarding the challenges faced by HPC in reporting overweight vehicles crossing Perch Bridge. Despite attempts, both the Police and Bucks Council have redirected responsibility to each other. Cllr S. Strachan is tasked with providing a clear solution and method for the Parish Council to formally report and document overweight vehicles.

The Chair opened the meeting

24.026 Minutes

Following a unanimous vote of acceptance, the Chair signed the minutes of the 24th of Jan 2024 HPC meeting, and reviewed actions.

Action:

Clerk to add minutes to the HPC website.

24.027 Clerks Report

The clerk gave her report:

- Notice of Councillor vacancy – resignation of Cllr S Barber
- Preparation for Audit – on target
- Streetlights ongoing – see Environment
- Temporary admin assistant for Clerk in position
- Fitting of Fire Alarm at village hall April 2nd

Action:

Assistant Clerk to circulate fire evacuation procedures.

24.028 Finance

Decision

The bank balances and payments were approved

It was unanimously agreed to increase the Village Hall booking charges in line with other local village halls and inflation. Changes will be implemented in May for all new bookings and Sept for current regular hirers.

Current Rates: £12 / hr Regular Hirers
£15 hr for One Off Booking / Parties / Functions

Approved increase: £15 / hr Regular Hirers
£ 20 hr for One Off Booking / Parties / Functions

24.029 Planning

The following planning applications were considered, and neighbouring parish councils consulted

Decision:

23/02493/APP, No Comments

24/00783/APP, No Comments
23/03063/APP No Comments
24/00552/APP No comments

24.030 Neighbourhood Plan (NP)

Updates on the Neighbourhood Plan were received.

Action:

Clerk/ Chair to apply for a NP grant in 2024
Cllr J MacKinnon to review the SPD (Supplementary Planning Document) and align with HPC NP

24.031 Closure of RAF Halton

Acknowledgement of Appreciation:

The council extended gratitude to Cllr B Thompson for coordinating the HPC response to the SPD and arranging the SPD consultation day. Thanks, are also extended to all Cllrs for their assistance on the consultation day which was well attended by residents.

It was noted that the Bucks Museum is closing and relocating to High Wycombe, prompting consideration for the Resource Centre's future use.

Action:

Cllr B Thompson: A meeting with planners is awaited to discuss feedback on the SPD. Following this meeting, a discussion with the DIO (Defence Infrastructure Organisation) will be requested to ascertain their plans.

24.032 Policies, Procedures, Contracts

Policies, Procedures, Contracts were reviewed by HPC

Decision:

The following policies were unanimously approved / adopted without comments:

- Health and Safety Policy and Procedures Manual

Actions:

Risk Register/Hazard Register – to be updated and approved by 1st of May 2024.
Cllr J. Kumela, Clerk, Assistant Clerk.

Review Model Publication Scheme. Cllr B Thompson, Clerk.

24.033 Consultations

The Martyn's Law Survey was discussed. No Comments from HPC.

Action:

Reviewed with no comments.

24.034 Highways

A Highways report was provided. Highlights included:

Potholes and Road Maintenance:

- Continued efforts in reporting potholes and awaiting fixes. Encouragement for the public and councillors to utilize "Fix My Street" for reporting.

Grit Bins:

- Grit bins requested for St. Michael's Close and the bottom end of the village near Moor Park.

Badger Signs:

- No further action.

Perch Bridge Safety:

- Review of white lines painted on the bridge to assess effectiveness.
- Proposal to place signs at Wendover side of Perch Bridge and WT to alert overweight vehicles earlier.
- Implementation of bridge watch and evidence gathering for relevant authorities.

Volunteer Recruitment for Speed Watch:

- Ongoing efforts to recruit more volunteers.

Parking on Pavements:

- Discussion initiated on addressing issues related to parking on pavements.

Action :

Cllr S Holcroft to investigate community speed watch, report back to HPC with a plan of action to implement this year.

Cllr S Holcroft to review risk/process for the changing of the MVAS batteries and to purpose, if appropriate the replacement of the MVAS for one with mains power. Cllr J Kumela to review the risk. Discuss at next HPC meeting and if required approve submission of a bid for grant funding to replace camera. On Hold.

Cllr S Holcroft to submit a fix my street report request for the footpath to the airfield to be cleared of overgrowing vegetation which is reducing the width of the path. To work alongside RAF on this matter.

Cllr S Holcroft to request broken Bucks Council Dog Waste bin on Halton Lane is removed.

24.035 Environment

Decision:

Formation of Streetlights Working Group

To establish a working group to examine street lighting solutions that are environmentally friendly and prioritize the protection of insects. Additionally, the group will collaborate with neighboring parish councils on this initiative. Cllr C Waddams to lead on this supported by Cllr H Veloso

Best kept village it was discussed and agreed that HPC will not enter this year.

A Village spring clean will take place on – 27th 28th April. Cllr S Holcroft and Cllr Waddams to organise and to promote on social media.

24.036 Village Hall

- Fire alarm is being fitted week commencing 2nd of April.
- A review of associated H&S notices / procedures has been completed and processes are being put in place to ensure HPC is compliant.

Decision: HPC Village Hall Booking Terms & Conditions were unanimously approved.

Action:

Assistant Clerk to circulate updated fire procedures to Cllrs.

Assistant Clerk to evaluate requirements for H&S training for HPC and gather quotes and timings for training.

24.037 Communications

Updates on communications were received.

- Newsletter deadline is 18th of April for articles.
- Facebook and Canva Skills Session: Cllr C Booker conducted a training session on March 16th to enhance Facebook and Canva skills within the Parish Council and local community.
- Comms Committee Meeting was chaired by Cllr C Booker on 27 February and the following actions were agreed:

Actions:

Facebook Posting Reminder: HPC Cllrs and Clerk are reminded to include an explanatory line when sharing or creating posts on Facebook.

Cllr C Booker: Feedback Survey: A survey will be distributed later in the year to parishioners to gather feedback on communication from Halton Parish Council.

Clerk and Cllrs: Social Listening Initiative: Members agreed to engage in social listening to monitor discussions related to Buckinghamshire parishes.

Cllr C Booker and Clerk: Village WhatsApp Group: An initiative to create a Village WhatsApp group for one-way messaging to villages within Halton Parish is underway.

Project Comms: Councillors are encouraged to plan and post news updates on social media about the projects they manage.

24.038 Community Events

The Wendover Canal Trust official opening of the new tow-path will be held on 28th of June between 10am and 3pm. The aim of the event is to bring together the communities of Wendover, Weston Turville and Halton with a canal side walk and associated activities.

Action:

Cllr J Kumela to continue to liaise with the Wendover Canal Trust Canal Opening Ceremony.

Cllr C Waddams to include the WCT flyer to promote the event in the next newsletter.

24.039 Grant Applications / Projects

An update on current grants/projects was given.

Action:

Victorian window refurb and external refurb of village hall-
Clerk to submit grant application once quotes have been received.

Replacement mains power MVAS – grant application postponed.

NP application – Clerk and Cllr J MacKinnon to apply for a grant when the next funding round opens.

23.040 Matters of Report

Nothing to report

23.041 Correspondence and Circulars

Correspondence and Circulars were made available at the meeting.

23.042 Date of Next Parish Council Meeting March 22nd May 2024, at 7pm,
Halton Village Hall.

23.043 Confidential Items

No Confidential Items

The meeting finished at 21.00 hrs.

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