

Minutes of the Meeting of Weston Turville Parish Council held on 19th January 2023 at Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, R Blackmore, S Dawkins, G Fincham, M Jarvis (Chair), E Martinez, C Terry and M Watson

Clerk: Mrs Sarah Copley

Bucks Councillor M Collins

One member of public

<p>23.1 OPEN FORUM FOR PARISHIONERS</p> <p>A member of public asked if the habitat management report for the Glebe field had been received, the Clerk confirmed it had and a copy would go on the parish council website.</p>	
<p>23.2 APOLOGIES AND ANNOUNCEMENTS</p> <p>Apologies were received from Cllr Cook.</p>	
<p>23.3 DECLARATIONS OF INTEREST</p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
<p>23.4 MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the meeting held on 17th November 2022 were agreed and signed by the Chair. The actions were noted.</p>	
<p>23.5 CONSULTATION RESPONSES</p> <p>The responses to the recent consultations as circulated on the following were considered:</p> <ul style="list-style-type: none"> • Memorial to fallen plane • New facilities for the recreation ground • Provision of a café at the recreation ground • Location for chat benches <p>It was AGREED that:</p> <ul style="list-style-type: none"> • No further action be taken with regard to the memorial as the majority of respondents believed it to be a suitable tribute. It was further agreed not to make any changes to the wording on the plaque. • It was agreed to progress with the four facilities which had scored over 50% support, the Clerk would seek quotes for these, Cllr Fincham would assist with the lighting and outdoor gym, Cllr Blackmore would assist with the trees. • It was agreed to look into the suggestion for a parish map to be put on the outside of the village hall. • The provision of a café was supported by 88% of respondents. • Chat bench locations – Cllrs Fincham and Terry would walk around the locations suggested and report back to the next meeting. Cllr Baylis asked that one be provided for the green at Hampden Hall. 	<p>Clerk / GF / RB</p> <p>GF / CT</p>

23.6	PROJECTS	
	<p>a) Hall extension for café The options drafted by the architect were discussed and it was agreed that the preference was for a standalone unit for the café, but to seek advice from the planning department on what they would consider acceptable before progressing further with designs.</p>	Clerk
	<p>It was noted that in order for an electrical supply to be provided to the café (temporary and permanent) the third phase into the building would need to be made live and an additional fuse box installed. UKPN would need to make live the third phase and then the electrician could install the fuse box.</p>	Clerk
	<p>It was AGREED to submit a request to UKPN for the third phase to be made live and to accept the quote of £821 from E Sharp Electrical to install an additional fuse box.</p>	
	<p>b) Temporary Café It was noted that the application for a certificate for permitted development had been submitted to Buckinghamshire Council.</p>	Clerk
	<p>The quote of £1,200 from the solicitor to draw up a lease was accepted. Their advice regarding the lease was noted and it was to advertise for expressions of interest on the parish council website and social media.</p>	
	<p>The Clerk was asked to find out further details regarding the size of the community centre to be provided within Hampden Fields.</p>	Clerk
23.7	PARISH COUNCILLOR VACANCY	
	<p>There had been no nominations for the election scheduled for 5th January or the subsequent election scheduled for 9th February. The election would need to be re-run until such time someone came forward to stand as a parish councillor. The rearranged election had been scheduled for 9th March.</p>	
23.8	GRANT APPLICATION	
	<p>The grant application from Aston Clinton Tennis Club was considered but with 7 councillors voting against and one abstention the grant application was refused.</p>	
23.9	BUDGET AND PRECEPT 2023-24	
	<p>a) The draft budget was reviewed and unanimously AGREED with no amendments.</p>	
	<p>b) It was unanimously AGREED that a precept demand of £118,450 be submitted to Buckinghamshire Council, this equated to a 1.96% increase on the Band D equivalent.</p>	Clerk
23.10	POLICY AND RESOURCES	
	<p>a) The list of payments totalling £18,105.79 was approved as listed in appendix 1.</p>	
	<p>b) The bank reconciliation and finance report were noted.</p>	
	<p>c) It was AGREED to resubscribe to Breakthrough Communications “Council Hive Service” at a cost of £645, the payment for this was approved.</p>	
	<p>d) It was AGREED to purchase ten wildflower verge signs at a cost of £88.40 plus delivery and that these would be portrait rather than landscape.</p>	Clerk
23.11	COMMUNITY ENGAGEMENT	
	<p>a) Weston Turville Calendar Cllr Fincham outlined her idea to produce a 2024 calendar and to invite residents to submit photos taken within the parish every month, the winning photo for the month would be used in the calendar. It was agreed by a vote of 7 in favour and 1 abstention to do this. Cllr Fincham would get some costs to produce the calendar and draft some information to go on website, social media etc.</p>	

<p>b) Community Engagement events for 2023</p> <p>It was agreed to run the following community engagement events and lead councillors agreed:</p> <ul style="list-style-type: none"> • Two litter picks (spring and autumn) – Cllr Watson • Monthly street food events on first Friday of the month from April – October • Build a bug hotel in Easter Holidays – Cllr Dawkins • Easter egg hunts – Cllrs Dawkins, Baylis and Martinez • Sunflower Challenge – Cllr Fincham • Remembrance Sunday Service – Cllr Watson • Christmas Carols – Cllrs Fincham, Terry and Dawkins <p>The budget for the Easter Egg hunt was AGREED as £300 for Easter egg prizes.</p>	
<p>23.12 WESTON TURVILLE TIMES</p> <p>The future of the quarterly magazine was considered and it was AGREED to continue publishing it.</p> <p>The theme for the Spring issue would focus on the results of the consultations, outdoors, Easter events and walking routes.</p>	
<p>23.13 ANNUAL PARISH MEETING</p> <p>The Annual Parish Meeting was scheduled for Thursday 20th April at 7.30pm.</p> <p>Cllr Terry’s offer to provide the buffet was AGREED and a budget of £200 set for this.</p> <p>It was AGREED to invite representatives from Widow Turpin, Lindengate, Thames Valley Police, the Wendover Canal trust and Aylesbury Gardenway.</p>	Clerk
<p>23.14 RIGHTS OF WAY</p> <p>The report provided by the Ramblers Association following a walk round with Cllr Watson was reviewed and it was agreed to prioritise the stile marked High priority and the first two Medium priority in the report.</p>	Clerk / MW
<p>23.15 RECREATION GROUND AND SCHOOL APPROACH</p> <p>a) The Clerk reported that weekly inspections continued to be undertaken and recorded. The recent bad weather had caused issues with the path again and the Clerk had written to the contractor for their comments on remedial works.</p> <p>b) It was AGREED to accept the quote of £726 from E Sharp Electrical to replace the damaged street light. The insurance company had confirmed the quote was acceptable and would pay out minus the excess. The Clerk had asked them to confirm the process to recover the excess from the driver’s insurance.</p> <p>c) It was AGREED to accept the quote of £575 from JW Services to install the two picnic benches and a further £280 to install the jubilee bench.</p> <p>d) It was AGREED to book two play sessions at a cost of £450 per session during the summer holidays.</p>	Clerk
<p>23.16 PARISH OFFICE</p> <p>The Clerk reported that the sensor in the restroom was not working correctly, possibly due to water damage following the leak. It was unanimously AGREED to accept the quote of £205 from E Sharp Electrical to install an on/off switch in the meeting room and use the sensor in there in restroom. It was noted that the electricians in the office and changing rooms were due for testing, the Clerk would book the electrician for this.</p>	Clerk
<p>23.17 SETTLEMENT REVIEW</p> <p>The response to the Settlement Review by Buckinghamshire Council was AGREED.</p>	

23.18	PLANNING COMMITTEE The minutes of the meeting held on 12 th January were noted.	
23.19	CLIMATE WORKING GROUP Terracycle – it was agreed to defer this item to the next meeting.	
23.20	STAFFING MATTERS a) Assistance Clerk Vacancy - It was agreed to delegate authority to the Clerk and Cllrs Jarvis and Fincham to carry out the interviews and make an appointment should one of the candidates be suitable. The NALC model contract would be used. b) Appraisal - It was noted that the Clerk's appraisal had been carried out. The Chair thanked Cllr Fincham for doing this.	
23.21	REPORT OF CHAIRMAN AND CLERK The Clerk's report was noted and is attached as appendix 2 to the minutes.	
23.22	MATTERS FOR INFORMATION Cllr Watson reported that residents had said the refuse collectors were removing bags of dog waste from domestic bins and leaving them on the verge when emptying bins. The Clerk would clarify which Bucks Council whether dog waste could be put in domestic bins.	Clerk
23.23	DATE OF NEXT MEETING The next meeting of the Parish Council would be held on Thursday 16 th February 2023 at 7pm.	
23.24	CONFIDENTIAL ITEMS 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.	
23.25	LENGTHSMAN CONTRACT It was unanimously AGREED to extend the contract for the lengthsman for a further two years.	

Signed: _____ Date: 16th February 2023

Actions List

Ref	Action	Who	Update / Complete
22.30	Planting scheme for village green near war memorial	GF	On hold
22.45	Registration of village hall and playing field	Clerk	Application submitted
22.167	Look into costs for lighting for the skate park and MUGA	Clerk	In hand
23.5	Quotes for outdoor gym, table tennis table, lighting and trees	Clerk / GF / RB	In hand
23.5	Investigate options for village map	Clerk	
23.5	Walk around to review suggested chat bench locations	GF / CT	✓
23.6	Contact Planning Dept regards site for café	Clerk	✓
23.6	Request third phase electric to be made live	Clerk	In hand
23.6	Advertise for expressions of interest in café	Clerk	✓
23.9	Submit precept demand	Clerk	✓

23.10	Order wildflower signs	Clerk	✓
23.13	Invites to the Annual Parish Meeting	Clerk	✓
23.14	Stile replacements on rights of way	Clerk / MW	
23.15	Arrange installation of replacement street light	Clerk	✓
23.15	Arrange installation of benches	Clerk	✓
23.15	Book two play sessions for summer holidays	Clerk	✓
23.16	Book electrical work and test for parish office	Clerk	✓
23.22	Clarify whether dog waste can go in domestic bins	Clerk	✓
23.25	Lengthsman contract extension	Clerk	✓

Appendix 1 – Payments

PAYMENTS

02/12/2022	Cloudy IT	IT licences and support	electronic	£65.60	£13.12	£78.72
20/12/2022	DRAX	Street light electricity November	electronic	£36.84	£1.84	£38.68
20/12/2022	DRAX	Street light electricity November	electronic	£347.13	£69.43	£416.56
20/12/2022	Clerk	salary and expenses	electronic	£2,144.00		£2,144.00
20/12/2022	HMRC	PAYE & NI	electronic	£783.87		£783.87
20/12/2022	Bucks Council	Pension	electronic	£836.95		£836.95
20/12/2022	BALC	Biodiversity training course- Clerk	electronic	£45.00		£45.00
20/12/2022	E Sharp Electrical	External power socket and timer	electronic	£302.00	£60.40	£470.40
		Made safe streetlight School Approach	electronic	£45.00	£9.00	
		Repair streetlight Brookside	electronic	£45.00	£9.00	
20/12/2022	Cllr Dawkins	Cost claim - refreshments for carols	electronic	£23.88		£23.88
20/12/2022	Lengsthman	Village tidying November	electronic	£415.00		£415.00
20/12/2022	Millbrook Land Planning	Drawings for extension options	electronic	£1,250.00	£250.00	£1,500.00
02/01/2023	Cloudy IT	IT licences and support	electronic	£65.60	£13.12	£78.72
05/01/2023	Planning Portal	Application for temp café	electronic	£147.70		£147.70
10/01/2023	BAS Associates	Payroll Q4	electronic	£57.00	£11.40	£68.40
19/01/2023	Chubb Fire & Security	Annual maintenance contract for fire extinguishers	electronic	£125.06	£25.01	£150.07
19/01/2023	Lengsthman	Village tidying December	electronic	£322.00		£322.00
19/01/2023	SLCC	2023 subscription	electronic	£279.00		£279.00
19/01/2023	Parish Online	2023 subscription	electronic	£162.00	£32.40	£194.40
19/01/2023	Goldleaf Groundcare	Grass cutting, recreation ground	electronic	£2,795.00	£559.00	£3,354.00
19/01/2023	Windowflowers	Maintenance of planters Jan - June	electronic	£520.00	£104.00	£624.00
19/01/2023	SLCC Enterprises	Training courses for Clerk x 3	electronic	£260.00	£52.00	£312.00
19/01/2023	WEL Medical	Replacement battery for defibrillator	electronic	£160.00	£32.00	£192.00
19/01/2023	UK Security Group	Replace links for CCTV	electronic	£147.00	£29.40	£176.40
19/01/2023	Future Nature WTC	Habitat management brief	electronic	£895.00	£179.00	£1,074.00
19/01/2023	Clerk	salary and expenses	electronic	£2,288.59		£2,288.59
19/01/2023	HMRC	PAYE & NI	electronic	£784.07		£784.07
19/01/2023	Bucks Council	Pension	electronic	£836.95		£836.95
20/01/2023	DRAX	Street light electricity December	electronic	£38.08	£1.90	£39.98
20/01/1900	DRAX	Street light electricity December	electronic	£358.71	£71.74	£430.45

TOTAL	£16,582.03	£1,523.76	£18,105.79
--------------	-------------------	------------------	-------------------

Appendix 2 – Clerk’s 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.

- **CCTV** – The link between the pole at the entrance to the car park and the system had failed due to water damage in the stormy weather. This has been replaced at a cost of £147.
- **Electrical Testing** – the electricians at the hall were due for testing and this was carried out over the Christmas holiday period. The report and any recommendations is expected soon.
- **Fly tipping** – a local resident reported fly tipping at the junction Worlds End Lane / Wendover Road, this was referred to Bucks Council for collection.
- **Christmas tree** – the Christmas tree was taken down on 4th January and chippings used locally. The base will be collected later this month and the ground socket will then be installed which will be used in future years.
- **Defibrillator** – the defibrillator was returned to the manufacturer for a software upgrade in early December and a temporary loan unit provided whilst the upgrade was taking place. Whilst the unit was at the manufacturer the engineers identified that the battery had between 1% and 5% of energy remaining and a replacement battery has been supplied.
- **Registration of playing field** – the solicitor has submitted the application to Land Registry to register the playing field and village hall.
- **Smart Export Guarantee (SEG) for solar panels** – there is insufficient capacity on the fuse board to install an export meter in order to be able to apply for the SEG currently. The electrician had looked at the fuse board and supply and advised that the third phase would need to be made live and an additional fuse board would then need to be installed. This would provide sufficient supply for an export meter and for the new café facility.
- **Village Hall Car Park** – the alterations to the hall car park entrance will be carried out in February half term, the white lines will be repainted at the same time.
- **Village Sign** – the village sign will be installed in Worlds End Lane in February half term.
- **Footpath around the field** – following last week’s extremely wet weather the path around the fields appeared to have failed in some places. This has been referred to the contractor who installed the path.
- **Tree works** – the tree works identified in the recent inspection will be carried out next week, the delay being due to the weather conditions.
- **Correspondence from Bucks Council LGPS** – copy provided, to note.
- **Power issue in Marroway** – I received a call today from a Marroway resident saying that they were getting a reduced electrical supply, this has been ongoing since December. They have reported to UKPN but no resolution yet.

The Clerk is booked on the following training courses:

- Organising safe and successful community events
- Water compliance and Legionella control
- Microsoft Publisher
- Planning application responses