



**Minutes of the meeting of Weston Turville Parish Council held on 24<sup>th</sup> September 2015 at the Village Hall, School Approach, Weston Turville.**

**PRESENT:**

Cllrs M Jarvis (Chair), M Simons (Vice Chair), D Hillier, M Munday, J Paterson, D Sibley, C Terry  
 Clerk: Sarah Copley  
 Three member of public

759	<b>APOLOGIES AND ANNOUNCEMENTS</b> Apologies were received from Cllrs H Backus and M Conolly.	
760	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest made.	
761	<b>OPEN FORUM FOR PARISHIONERS</b> Copies of the CHASE memorandum of understanding relating to RAF flight activity was provided to councillors. An e-copy was requested which could be uploaded to the Council's website.	
762	<b>COUNCILLOR VACANCIES</b> It was noted that there was still one vacancy for a councillor following the elections in May. The Clerk would advertise the vacancy.	Clerk
763	<b>MINUTES OF PREVIOUS MEETINGS</b> a) The minutes of the meeting held on 23 <sup>rd</sup> July were unanimously agreed as a correct record and duly signed by the Chairman. (Proposed by MS, seconded by JP) b) The actions list was reviewed and completed actions noted. The Clerk would defer obtaining quotes for testing the street lights until the Council's asset register had been updated.	
764	<b>VILLAGE HALL AND RECREATION COMMITTEE</b> a) There had been a break in at the village hall during the summer holidays when the door to the changing room had been left unlocked. Some paper supplies had been taken along with the CCTV hard disk and monitor from the cupboard in the hallway, the intruder had also broken into the main hall by breaking the glass in the door to the Committee Room.  The door between changing rooms and main hall had been replaced with a fully wooden door at a cost of £147. The Chairman had arranged for replacement CCTV equipment to be purchased, this expenditure was noted and agreed in retrospect.  The Vice Chairman and Clerk had met with a locksmith to discuss changes to the external door to fit a panic bar which meant that it could not be left unlocked in future and additional security measures for the cupboard and loft entrance. Aylesbury Lock and Key had quoted £950.86 plus VAT for this work and it was <b>AGREED</b> to accept this to improve security.	Clerk

	<p>b) Cllr Simons reported that the kitchen had been refitted during August and recorded thanks to Grant and Stone and Mr T Griffiths for their work. The ladies cloakroom had also been refurbished and new racking for storing the tables provided.</p> <p>c) It had previously been agreed that an electrical survey be carried out on the village hall, Cllr Simons requested that this work be prioritised as they were experiencing problems when hirers used some of the sockets.</p> <p>d) The overflow was continually dripping and there was also an issue with the gents urinals, Cllr Simons had been in contact with a plumber in order to get these repaired.</p> <p>e) There had been some complaints from local residents regarding noise at a recent wedding, the Management Committee would be reviewing the types of events the hall would be let for in order to reduce disturbance to neighbours.</p>	Clerk/ MS
765	<p><b>FINANCE</b></p> <p>a) The list of payments tabled was <b>AGREED</b> and is attached to these minutes as appendix 1.</p> <p>b) The finance report was noted.</p> <p>c) The Council's insurance policy had been renewed, the Council was in year 2 of a 3 year agreement. The Clerk had added the CCTV equipment to the policy and advised councillors that the policy schedule should be reviewed once the assets register had been updated. Cllr Simons said that the Village Hall would need an invoice for their portion of the insurance.</p> <p>d) The fines HMRC had levied on the council for the years 2011-12 and 2012-13 had been reduced to £100 per year following information being supplied to HMRC and subsequent discussions.</p> <p>e) BAS Associates had completed the necessary returns for HMRC for financial years 2013-14 and 2014-15 at a cost of £100.</p> <p>f) The mandate to change the signatories for the bank account had been taken into the bank in August and Cllrs Terry, Paterson and Hillier and the Clerk had provided the necessary proof of ID. The bank was processing the forms and would inform the council when the changes had been made.</p> <p>g) The Clerk was asked to raise invoices for the use of School Approach as a right of way. The fees for this would be reviewed once the new car park was completed.</p>	Clerk          Clerk
766	<p><b>POLICY AND RESOURCES</b></p> <p>a) <b>Code of Conduct</b> – the Council's Code of Conduct was reviewed and no amendments were made.</p> <p>b) <b>Policies</b> – the list of suggested policies was reviewed and it was agreed that Cllr Simons, Munday and Sibley would assist the clerk in prioritising and drafting policies for the Council.</p> <p>c) <b>Asset Register</b> – the Clerk said that she had been unable to find an up to date asset register in the files retrieved from the former clerk's office. She suggested that a working group be formed in order to list and map the street furniture belonging to the Council. Cllr Conolly had been in contact with the Clerk and had offered to assist with the exercise. This was agreed. Cllr Simons said she had details of some of the street furniture but it was noted that an inventory of street lights was necessary.</p>	Clerk / MS/DS /MM       All
767	<p><b>ENVIRONMENT AND HIGHWAYS</b></p> <p>a) It was <b>AGREED</b> to allocate £150 to purchase bulbs for planting around the village.</p>	

	<p>b) Cllr Terry had been tending an oak tree gifted by the Woodlands Trust and it was agreed to plant this near to the new playground once it was completed.</p> <p>c) A resident had asked if he could plant an ornamental cherry tree in Barley Close, the Parish Council raised no objections to this request.</p> <p>d) Cllr Paterson reported on two drainage issues. The junction of Main St, New Rd and Brook End was flooding in heavy rain despite Transport for Bucks clearing the drains. Concerns were also raised about the safety of this junction, particularly for those riding push bikes or motorbikes. The other drainage issue was near the top of Marroway where there were drains between the roundabout and number 25 which meant water often ran down the road causing problems for local residents. The Clerk would report these to Transport for Bucks and the Chairman would also contact County Councillor for his support in improving the road surface at this junction.</p> <p>e) The position of signs for Weston Turville was discussed and it was felt that changes needed to be made so that residents and visitors were aware of where the parish boundaries were, in particular on Wendover Road and Aston Clinton Road. The Chairman would raise this at the next Wendover LAF meeting.</p> <p>f) Speeding - The Clerk was asked to put an item on the website regarding the results of the MVAS data collected in the Spring and to arrange for the MVAS to be used in Weston Turville later in the year once Stoke Mandeville had finished with it. The static VAS in New Road and Brook End had been confirmed as belonging to Bucks CC who were aware that the one in Brook End was not working properly and would be arranging for its repair.</p> <p>g) Roadworks were planned for October to resurface the roundabouts at the junctions of Marroway/Wendover Road, Station Road/Wendover Road and Wendover Bypass/Wendover Road. There would be some overnight closures and diversions in place.</p> <p>h) A resident had contacted County Councillor Bill Chapple regarding the poor condition of the footway in The Hyde. The Local Area Technician had inspected the path and said that it had no serious defects that warranted urgent repair.</p> <p>i) The speed awareness stickers for residents to put on their wheelie bins had been ordered at a cost of £210 for 500. This expenditure had been approved by the Chairman under delegated authority within the Financial Regulations.</p> <p>j) The Chairman encouraged all councillors to report any issues relating to the highway to Transport for Bucks via their online reporting tool.</p> <p>k) <b>Parking Restrictions for Hampden Hall</b> - Bucks CC were currently carrying out an informal consultation of residents regarding parking restrictions near the entrance to Hampden Hall.</p>	<p>Clerk /MJ</p> <p>MJ</p> <p>Clerk</p>
750	<p><b>STREET FURNITURE</b></p> <p>a) <b>Noticeboard for Hampden Hall</b></p> <p>Buck CC had agreed that the notice board could be placed on the green near the post box provided the Parish Council indemnified them against any claims arising from it. AVDC had indicated that should the Council wish to place it on their land near the children’s playground then a licence may be required for this.</p>	

	<p>After discussion the Clerk was asked to contact Cllr Backus to establish which site would be most suitable for the notice board as she represented that area of the parish.</p> <p>b) <b>Dog Bin for Walton Place</b> Cllr Sibley had not yet consulted local residents but would report back at the next meeting.</p> <p>c) <b>Street furniture Maintenance</b></p> <p>The Clerk said that several items of street furniture were showing signs of wear and the benches in particular would benefit from being treated or varnished. The bench at the junction Church Lane and School Lane had been removed over the summer as it had become very rickety and unsafe. It was agreed that through the inventory of the Council's assets, a report would be compiled of items that required maintenance or replacing.</p>	Clerk
769	<p><b>RECREATION GROUND</b></p> <p>a) Project Update</p> <p>The Chairman reported that planning permission for enlarging the car park and moving the playground had been granted with conditions – (1) AVDC requested scaled drawings and locations for the play equipment. The equipment supplier had provided these which now needed to be submitted to AVDC with the £60 fee to discharge the condition. (2) Condition 4 stated that the carpark had to be completed before the new playground installed. The chairman had reminded the planning officer that this would leave the parish without any play facilities and AVDC had agreed to write to confirm that this condition would be removed for a fee of £60. These payments were <b>AGREED</b>.</p> <p>b) Football lettings for 2015-16 season</p> <p>Aston Clinton FC had not yet signed their agreement for 2015-16 season and the Chairman had chased this up.</p> <p>ACFC had requested a key for the field barrier in case emergency access was required. After discussion it was agreed that a key box be used to store the key and that Cllr Simons would enquire about putting a flag on the address so that if a 999 call was placed for the Recreation Ground then the ambulance attending would be given the code to access the key.</p> <p>The Chandos team had requested a key for the changing rooms as they were having difficulties getting from ACFC. It was agreed that the Chandos would hold the key and ACFC asked to collect and return it for their matches. The Chairman would contact ACFC regarding this new arrangement.</p> <p>Billing arrangements for the season were discussed and it was agreed to bill twice per season in advance. ACFC would be billed for all matches and they would need to recoup any fees for the Chandos games.</p> <p>c) Requests to hire the field for cricket and archery</p> <p>An archery club had expressed an interest in hiring the village hall for their weekly practice and has asked if they could use the field in the summer. Cllr Simons had asked them for a proposal explaining how it would be arranged to ensure the safety of other field users but they had not provided this.</p>	<p>MJ / Clerk</p> <p>MS</p> <p>MJ</p> <p>Clerk /MJ</p>

	<p>Aylesbury Cricket Club had expressed an interest in hiring the field for some matches during the summer, the Chairman had asked them to submit a formal proposal on how many matches and how they would be organised for the Council to consider.</p>	
770	<p><b>PLANNING COMMITTEE</b></p> <p>a) The minutes of the meetings held on 6<sup>th</sup> August and 3<sup>rd</sup> September were noted. The planning committee would next meet on 1<sup>st</sup> October and it was agreed to start at the slightly later time of 7pm.</p> <p>b) 15/02906/APP – 33 Bates Lane, Weston Turville for single storey rear extension. This application was considered and <b>NO OBJECTIONS</b> raised.</p> <p>c) It was noted that a new application for the Hampden Fields development was expected imminently. The Chairman said that Hampden Fields had submitted a scoping application to AVDC to determine what documentation they would be required to provide.</p> <p>d) Neighbourhood Plan</p> <p>It was noted that the parish of Weston Turville had been designated a Neighbourhood Area by AVDC. Councillors had met with officers at AVDC to find out more about the process and AVDC had provided figures and maps to assist. A Steering Group would be formed to work on the Neighbourhood Plan and the first meeting would be at 7.30pm on 1<sup>st</sup> October after the Planning Committee meeting.</p>	
771	<p><b>CORRESPONDENCE</b></p> <p>The Clerk reported on the following correspondence:</p> <ul style="list-style-type: none"> <li>• Report of the Remuneration Panel regarding councillors allowances - noted</li> <li>• Announcement of new Vale Lottery - noted</li> <li>• Economic Development Strategy consultation – Clerk to submit response on behalf of the PC.</li> <li>• Consultation on closure of magistrates court – it was AGREED to write to object to the closure.</li> <li>• New street name for development at land between 143 and 169 Aston Clinton Road – it was agreed to follow the past tradition of the new road referencing the land’s original name. The Chairman would find out what the field was known as and inform the clerk.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>MJ/ Clerk</p>
772	<p><b>REPORTS OF CHAIRMAN AND CLERK</b></p> <p>Clerk’s report:</p> <ol style="list-style-type: none"> <li>1. Transfer of office - All files collected from in August. Paperwork dated more than 2 years ago has been put in the loft at the village hall. It would need going through to make previous minutes and accounts records more accessible and shred any paperwork that is no longer needed. Cllrs Simons and Sibley agreed to assist with this.</li> <li>2. New procurement / tendering regulations came into effect in July. All contracts above £25k in value need to be advertised in accordance with these regulations – including on the PC’s website and the “Contract Finders” website.</li> <li>3. The overgrown hedging and verges along Marroway had been reported to the Local Area Technician. This stretch of road was not part of the devolved services contract so it had been added to TFB’s worksheet.</li> </ol>	

773	<p><b>COUNCILLORS' REPORT AND QUESTIONS</b></p> <p>Cllr Hillier gave a verbal report on the recent ARLA Liaison meeting which he had attended on behalf of the Council.</p>	
774	<p><b>ANY OTHER MATTERS (FOR INFORMATION)</b></p> <p>No matters were raised under this item.</p>	
775	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting would be on Thursday 22<sup>nd</sup> October at 7pm.</p>	

Signed: \_\_\_\_\_ Date: 22<sup>nd</sup> October 2015

## Appendix 1 – Payments

Date	Payee	Detail	Cheque number	Total
29/07/2015	Royal Mail	Mail redirection (Auth - min ref 753)	3227	£240.00
31/07/2015	HM Revenue & Customs	Non E-filing Penalty 2012-13	3228	£100.00
31/07/2015	HM Revenue & Customs	Non E-filing Penalty 2013-14	3229	£100.00
14/08/2015	CLlr M Jarvis	Reimbursement of purchase of CCTV equipment	3230	£496.61
10/08/2015	BAS Associates	Payroll June - September	DD	£72.00
21/08/2015	Vodafone	office phone June/July	DD	£53.20
24/08/2015	PWLB	loan repayment	DD	£1,786.37
10/09/2015	BAS Associates	Earlier year updates - 2013/14 and 2014/15 (min ref 746)	DD	£120.00
19/09/2015	Vodafone	Office phone August	DD	£42.00
17/09/2015	CLlr M Jarvis	Reimbursement of replacement CCTV equipment	3231	£630.06
24/09/2015	Mrs C Jenson	Locum clerk - November 2014 meeting attendance	3232	£50.00
24/09/2015	Bucks CC	Legal fees	3233	£64.80
24/09/2015	AVALC	Donation 2015/16	3234	£20.00
24/09/2015	EON	streetlight electricity for June-August (3 invoices)	3235	£1,873.17
24/09/2015	E Sharp Electrical	Village Hall security light maintenance	3236	£145.98
24/09/2015	P Lawrence	repair to village hall roof	3237	£72.00
24/09/2015	Roger Haines	Village works - July	3238	£298.75
24/09/2015	RBS Ltd	Purchase Alpha financial software	3239	£547.20
24/09/2015	Folkspur Flooring Ltd	Replace flooring in VH kitchen	3240	£819.60
24/09/2015	E Sharp Electrical	Replacement street light for School Approach	3241	£817.08
24/09/2015	Roger Haines	Village works - August	3242	£316.75
24/09/2015	Serco Ltd	WT Times printing	3243	£1,254.00
24/09/2015	E Sharp Electrical	Repair to streetlight Bates Lane	3244	£137.15
24/09/2015	AVDC	Uncontested election costs	3245	£130.00
24/09/2015	T Griffiths Kitchens	Install new kitchen	3246	£2,265.00
24/09/2015	T Griffiths Kitchens	Supply metal worktop ends and light fitting	3247	£97.95
24/09/2015	smartwheelie	30mph speed awareness wheelie bin stickers	3248	£210.00
24/09/2015	Signs of Cheshire Ltd	Notice board for Hampden Hall	3249	£1,800.00
24/09/2015	Zurich	Insurance renewal	3250	£3,265.15
24/09/2015	T Griffiths Kitchens	replacement fire door (damaged during break in)	3251	£147.00
24/09/2015	Sarah Copley	Cost claim Sept	3252	£109.24
24/09/2015	Post Office Counters (re HMRC)	September PAYE & NI	3253	£267.19
24/09/2015	Sarah Copley	Salary - September	3254	£735.73
24/09/2015	Paul Merrison Property Maintenance	Removal of rotten bench and replace gutter joint	3255	£75.00
18/10/2015	Vodafone	Office phone September	DD	£42.00
			<b>TOTAL</b>	<b>£19,200.98</b>

## Appendix 2 – Actions List.

Ref	Action	Assigned to	Update/Complete
749	Monitor parking in West End	All	Ongoing
749	Consultation on site for dog bin near Walton Place	DS	
749	Contact landowner re overgrow hedge	MJ	✓
750	Obtain quotes for electrical and structural testing of street lights	Clerk	On hold until inventory complete
751 and 769	Finalise arrangements for football pitch hire and arrange for agreement to be signed by AC Colts	MJ/Clerk	✓
762	Advertise councillor vacancy	Clerk	✓
764	Arrange for security improvements at the village hall	Clerk	✓
764	Arrange electrical survey to be carried out	Clerk / MS	
765	Invoice Village Hall Management Committee for insurance	Clerk	✓
765	Raise invoices for right of way via School Approach	Clerk	✓
766	Council policies to be prioritised and drafted	Clerk/MS/MM/DS	✓
766	Asset register to be re-created	All	Ongoing
767	Purchase bulbs for planting	Clerk/CT /MS	✓
767	Report flooding issues to TFB	Clerk	✓
767	Raise position of village signs with Wendover LAF	MJ	
767	Website item for results of MVAS exercise	Clerk / MS	✓
768	Contact Cllr Backus re position of notice board for Hampden Hall	Clerk	✓
769	Arrange for discharge of planning conditions for playground and car park	MJ	✓
769	Contact Police re emergency services access to field	MS	✓
771	Submit Council's response to consultations	Clerk	✓