

Minutes of the Annual Meeting of Weston Turville Parish Council held on 18th May 2023 at Weston Turville Village Hall.

PRESENT:

Parish Cllrs: L Cook, S Dawkins, G Fincham (Chair), M Jarvis, E Martinez, C Terry and M Watson

Clerk: Mrs Sarah Copley

Three members of public.

23.72	ELECTION OF CHAIRMAN It was unanimously AGREED to elect Cllr Fincham as Chairman for 2023-24. Cllr Fincham signed the declaration of acceptance. The Council recorded thanks to Cllr Jarvis for his 10 years service as chair.	
23.73	ELECTION OF VICE CHAIRMAN It was unanimously AGREED to elect Cllr Watson as Vice Chairman for 2023-24.	
23.74	OPEN FORUM FOR PARISHIONERS One resident expressed criticism of the Council and was referred to the Council's complaints procedure. Another resident commented that community engagement could be improved and was asked to email the Clerk with any suggestions.	
23.75	APOLOGIES AND ANNOUNCEMENTS Apologies were received from Cllrs Baylis, Blackmore and Collins.	
23.76	DECLARATIONS OF INTEREST a) There were no declarations of interest. b) There were no dispensation requests.	
23.77	MINUTES OF PREVIOUS MEETING It was RESOLVED to accept the minutes of the meeting held on 20 th April 2023 as a true record and the minutes were duly signed by the Chair.	
23.78	COUNCIL RESOLUTION TO SOW GRASS SEED UNDER THE TREE ON THE VILLAGE GREEN Cllrs Fincham and Cook, along with the Clerk, had met with Chiltern Society Community Wildbelt Project Manager for their advice on the options for the area under the tree. Their suggestion that the area be cut in autumn and again just before the remembrance day service and more species of wildflower sown in the area was considered and it was unanimously AGREED to accept their proposal and help in managing this area. It was envisaged that this would over time develop into a wildflower meadow with a large variety of plants. Cllr Cook reported that the volunteer who had set up the wildflower beds in other areas of the village was willing to hand these over to be managed by the Chiltern Society Wildbelt project in future. This was AGREED, it was further AGREED that Cllr Cook would lead on this project and liaise with the Wildbelt Project Manager and any volunteers who wished to be involved.	

23.79	MEMBERSHIP AND REMIT OF COMMITTEES AND WORKING GROUPS	
	<p>a) Membership and remit of the Council's committees was discussed and it was agreed that committees would be:</p> <p>Planning and Highways Committee – Cllrs Baylis, Cook, Dawkins, M Jarvis and Watson. Cllr Watson was elected as Chair.</p> <p>Policy and Resources Committee - Cllrs Fincham, Martinez, Terry and Watson. Cllr Fincham was elected as Chair.</p> <p>The Chairman would be an ex-officio member of all committees.</p> <p>There were no amendments to the Terms of Reference for either committee.</p> <p>b) Climate Action Working Group It was agreed Cllrs Blackmore, Cook and Fincham represent the Parish Council on this working group.</p> <p>c) The Glebe Field Working Group It was agreed Cllrs Blackmore and Cook represent the Parish Council on this working group.</p>	
23.80	APPOINTMENT TO EXTERNAL BODIES	
	<p>Representation was agreed as follows:</p> <p>a) Wendover Community Board - Cllr Fincham and Cllr Blackmore</p> <p>b) ARLA Liaison Group – Cllr Blackmore and Cllr Jarvis</p> <p>c) RAF Halton Stakeholders meetings – Cllr Cook and Cllr Terry</p> <p>d) Marroway Partnership meetings – Cllr Cook</p> <p>e) BALC Parish Liaison meetings – Cllr Fincham</p> <p>f) Aylesbury Gardenway – Cllr Cook</p> <p>g) Hampden Fields Liaison meetings – Cllr Fincham, Cllr Jarvis and Cllr Blackmore</p>	
23.81	BANKING ARRANGEMENTS	
	<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, C Terry and M Watson</p>	
23.82	ANNUAL ACCOUNTS 2022-23	
	<p>a) The year end bank reconciliation to 31 March 2023 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 5th June – 14th July 2022 and the notice of electors' rights would be displayed.</p>	Clerk
23.83	REVIEW OF POLICIES	
	<p>It was unanimously AGREED to adopt the following policies:</p> <p>a) Standing Orders – as circulated</p>	

	b) Financial Regulations – as circulated. c) Code of Conduct – as circulated d) Scheme of Delegation – as circulated	
23.84	POLICY AND RESOURCES a) The list of payments totalling £3,723.57 was approved as listed in appendix 1. b) It was unanimously AGREED to adopt the Dignity at Work Policy as circulated. c) Warm Spaces Group – the future funding of this group was considered and it was AGREED to ask them to set up as a constituted group with a bank account which would allow them to apply to the Parish Council and other funders for grant funded to allow the group to continue meeting year round. Cllr Cook agreed to update the group.	LC
23.85	GRANTS a) Grant request from 14 th Vale of Aylesbury Scouts This application was considered and it was AGREED to provide a grant of £1,000 but that the Scouts be invited to give a presentation on their new scout hut and to work with the Council on future fundraising initiatives, they would be offered a stall at the street food events to fund raise from. b) Grant request from Wendover and Villages Ukrainian Support This application was considered and it was unanimously AGREED that a grant of £500 be provided. <i>Cllr Terry abstained from this vote.</i>	Clerk
23.86	CAFÉ AT THE PARK It was unanimously AGREED to submit a planning application for a container café at the park. The Clerk would contact the architect and interested party.	Clerk
23.87	RECREATION GROUND AND SCHOOL APPROACH a) Football Pitch hire for 2023-24 season After consideration of the options it was AGREED by a majority vote of 6 in favour and 1 against to offer Aston Clinton Colts a lease for both pitches for 2023-24 season on the same terms.	Clerk
23.88	FOOTPATH WTU/15/1 Following the request for the classification of the above footpath to be changed to a bridleway, the landowner was approached for their views as their consent is required in the first instance. The landowner opposed the suggestion of reclassifying it as a bridleway and the Rights of Way team have therefore advised it will not be possible to proceed any further.	
23.89	PLANNING a) The applications listed were considered: i) 23/01224/APP 18 Brook End – Householder application for single storey rear extension It was unanimously AGREED to raise no objections to this application. ii) 23/01216/APP Chiltern View Nurseries – change of use for part of the part of the glasshouse to facilitate an ice rink and refreshment bar in December <i>Cllr Fincham declared a personal interest in application 23/01216/APP and did not participate in the discussion or vote.</i> It was unanimously AGREED to raise no objections to this application.	Clerk

<p>b) Hampden Fields <i>Cllr Martinez declared an interest and did not take part in the discussion or vote on this item.</i></p> <p>The request from Aylesbury Grammar School regarding use of the sports facilities within the development was considered. It was noted that a change to the section 106 agreement would be required in order for fields to be given for the school's exclusive use as the land was currently required to be available as public open space for the community to use. After discussion it was AGREED not to support this request, the school would be invited to book pitches in block bookings in the same way that other sports clubs could.</p>	Clerk
<p>23.90 ASTON CLINTON SCOUT HUT</p> <p>The Scout group had requested local parish councils support to their request that Buckinghamshire Council grant a right of way over the strip of land owned by Bucks Council that would allow access to the site and scout hut.</p> <p>It was unanimously AGREED to support their request.</p>	Clerk
<p>23.91 CLERK'S REPORT AND CORRESPONDENCE</p> <p>a) The Clerk's report was noted and is attached at Appendix 2.</p> <p>b) The correspondence received was considered and it was agreed:</p> <ul style="list-style-type: none"> To object to the siting of an e-scooter bay at the junction of Kempster Way and Aston Clinton Road due to concerns about safety at this busy junction and the proposed bay's proximity to residential houses. 	Clerk
<p>23.92 MATTERS FOR INFORMATION</p> <p>Cllr Cook said that the "Weston Turville" name signs had still not been repaired or replace in Marroway or near Hampden Hall.</p> <p>Cllr Cook asked for the Glebe field to be on the agenda for the next meeting so that she could give an update.</p> <p>Cllr Martinez asked about speedwatch exercises for Aston Reach, the Clerk advised that training could be provided for volunteers.</p> <p>Cllr Watson reported a disappointing turnout for the parish litter pick and recorded thanks to those families that did attend.</p> <p>Cllr Fincham reported that she had attended a Civility and Respect course organised by BALC along with the Clerk.</p>	
<p>23.93 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would take place on Thursday 15th June.</p>	

Signed: _____ Date: 15th June 2023

Actions List

Ref	Action	Who	Update / Complete
22.45	Registration of village hall and playing field	Clerk	Application submitted
23.5	Quotes for outdoor gym, table tennis table, lighting and trees	Clerk / GF / RB	Ongoing
23.5	Investigate options for village map	Clerk	
23.6	Request third phase electric to be made live	Clerk	Awaiting response from Scottish Power
23.14	Stile replacements on rights of way	Clerk / MW	Ongoing
23.31a	Set up working group to implement the Habitat Management Plan	LC / RB	✓
23.31c	Obtain quotes for surfacing under table tennis table	Clerk	
22.34a	Research alternative options for path surface	Clerk	In progress
23.48	Raise fly tipping queries with Bucks Council	MC	
23.53	Apply for Council credit card	Clerk	In progress
23.82	Submit AGAR to the external auditor	Clerk	✓
23.84	Feedback to warm spaces group options for future funding	LC	✓
23.85	Send decision re grant applications	Clerk	✓
23.86	Progress planning application for container café	Clerk	✓
23.87	Arrange football pitch hire for 23-24	Clerk	✓
23.89a	Submit responses to planning applications	Clerk	✓
23.89b	Reply to Taylor Wimpey re sports facilities	Clerk	✓

Appendix 1 – Payments

PAYMENTS

Date	Who	Detail	Ref	Net	VAT	Total
05/05/2023	Cloudy IT	Software licences and support	DD	£63.60	£12.72	£76.32
18/05/2023	Cllr Terry	Cost claim - APM refreshments	electronic	£84.47		£84.47
18/05/2023	Mrs B Knight	Internal audit fee	electronic	£165.00		£165.00
18/05/2023	BALC	Civility & Respect course - Clerk & Cllr Fincham	electronic	£80.00		£80.00
18/05/2023	RBS Ltd	Rialtas Alpha licence fee	electronic	£125.27	£25.05	£150.32
18/05/2023	Lengthsman	Village tidying April	electronic	£430.00		£430.00
18/05/2023	E Sharp Electrical	Replace fault emergency exit sign	electronic	£92.85	£18.57	£111.42
18/05/2023	Staff	Salary and cost claim	electronic	£1,612.69	£9.65	£1,622.34
18/05/2023	HMRC	PAYE & NI	electronic	£403.93		£403.93
18/05/2023	Bucks Council	pension contribution	electronic	£561.08		£561.08
22/05/2023	DRAX	Street light electricity	DD	£36.84	£1.84	£38.68
			TOTAL	£3,655.73	£67.84	£3,723.57

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.

- **Asbestos Survey** – the survey results have been provided to all councillors. The survey showed no deterioration in the asbestos within the hall, continue to monitor and have an annual survey. All areas where asbestos is have been labelled, apart from the flooring.
- **Beehives located off Wendover Road** – the beekeepers are in negotiation with Taylor Wimpey with regard to the apiary being relocated to a more suitable area.
- **Westongrove** – residents have contacted the Parish Council as they are unhappy with the fees and service from the management company. They are asking the Parish Council to take over the communal green spaces within the estate. Further information has been requested in order for this matter to be discussed at a future meeting.
- **Orchard to rear of Main Street** – residents reported that trees were being felled in the orchard which is between the footpath and playing field. The orchard is outside the conservation area and there are no tree preservation orders in place for that land, therefore no permission is required by the landowner.
- **Noticeboard at Westongrove** – the noticeboard has been subject to further damage and is now beyond repair. The Clerk has made arrangements for the noticeboard to be removed. There will be an agenda item for June to decide whether to replace this.

Projects Update

Wildflower Meadow in the recreation ground – seeds have been sown in the area adjacent to the tennis courts.

Village Hall Car Park – the works to widen the entrance have been completed, white lining still to be repainted. I have contacted the contractor to request it is done in May half term, date tbc

Outdoor Gym, Table Tennis Table, Lighting at the recreation ground – ongoing, no update due to reduced hours.