

Clerk: Mrs Sarah Copley

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Minutes of the Meeting of Weston Turville Parish Council held on 16th February 2023 at Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Collins, L Cook, G Fincham, M Jarvis (Chair), C Terry and M Watson

Clerk: Mrs Sarah Copley

Three members of public, two for public forum only

23.26	OPEN FORUM FOR PARISHIONERS				
	Issues raised by residents attending:				
	 Requested the Parish Council lobby Bucks Council to remove charges for residents to dispose of DIY materials at the waste and recycling centres Assistance for residents who had been approved for green energy grants but had slipped through the net during the change of provider E-petition to reduce the speed limit in Church Lane (agenda item 23.40) Minutes of previous meeting (agenda item 23.29) 				
23.27	APOLOGIES AND ANNOUNCEMENTS				
	Apologies were received from Cllrs M. Baylis, S. Dawkins, R. Blackmore and E. Martinez.				
23.28	DECLARATIONS OF INTEREST				
	a) There were no declarations of interest.b) There were no dispensation requests.				
23.29	MINUTES OF PREVIOUS MEETING				
	The minutes of the meeting held on 19 th January 2023 were agreed and signed by the Chair. The actions were noted.				
23.30	ELECTION OF PARISH COUNCILLOR				
	On 10 th February, Bucks Council announced that Mr Mike Collins had been elected uncontested. He had signed the declaration of acceptance.				
23.31	PROJECTS				
	a) Habitat Management Plan – the Habitat Management Plan for the Glebe field was noted and it was agreed that a working party be formed consisting of parish councillors, members of CAWT and other local volunteers. Community Wildbelt would also be approached to ask for their assistance. Cllrs Cook agreed to be part of the working group and would also ask Cllr Blackmore.	LC / RB			
	 b) Café – the advice of the planning officer was noted and it was AGREED to: withdraw the current application for a certificate of lawfulness submit an application for an extension to the building and temporary café to be sited on the field until the building is completed 	Clerk			
	c) Table Tennis table – it was agreed to purchase a table tennis table to be sited in the corner of the field, near the MUGA. The preferred table was a metal one, the Clerk would asked to get quotes for either wetpour or rubberised matting to go under/around the table.	Clerk			

	d)	Chat Benches – the report provided by Cllrs Fincham and Terry was noted and it was AGREED that one of the benches outside the shops and the bench located at the junction of Worlds End Lane / Church Lane be designated 'chat benches'. The Clerk would source some plaques to go on the bench.	Clerk	
	Other issues raised in the report were noted. The Clerk had reported the faroad signs and hole left by the removal of a tree on the verge to Bucks Counci action. The bench in School Lane needed a new plaque as was no longer readathe Clerk to order a replacement.			
	e)	Village Green Planting – Cllrs Fincham and Terry had considered a planting scheme for the area around the tree as previously actioned. Their recommendation was to remove the brambles and tidy around the tree in order to sow grasses around it as the tree was of such a size that flowers would not thrive due to the shaded, dry conditions in summer. Cllr Fincham had observed the iris bulbs being removed the previous autumn. After discussion it was unanimously AGREED with one abstention to sow the area with grass seed and a budget of £50 agreed for the purchase of the grass seed.	GF / CT	
23.32	GR	ANT APPLICATIONS		
	The Clerk reported that Wendover and Villages Ukranian Support had requested a £500 grant from the parish council. She had forwarded them a copy of the grant application form to complete but it had not been received by the time of the meeting. It was AGREED to request further information before considering the grant.			
23.33	РО	LICY AND RESOURCES		
	a)	The list of payments totalling £9031.87 was approved as listed in appendix 1.		
	b)	The bank reconciliation and finance report were noted.		
	c)	It was AGREED to appoint Mrs B Knight to carry out the internal audit for 2022-23.	Clerk	
	d)	It was AGREED to purchase a laptop at a cost of £699 along with a monitor and cable for the new staff member. It was further agreed to wait until the new staff member started before entering into a mobile phone contract for them.	Clerk	
23.34	RE	CREATION GROUND AND SCHOOL APPROACH		
	a)	The Clerk reported that weekly inspections continued to be undertaken and recorded. The path around the playing fields continued to be very sticky, the contractor had inspected them and said it was due to the recent weather conditions, other similar paths in the area were also experiencing this issue.		
		It was AGREED to investigate alternative surface options and to contact Bucks Council with regard to using s106 funds for this.	Clerk	
	b)	Litter Pick Board – it was AGREED to purchase a litter pick station to be sited on the outside of the hall under the CCTV and Ring cameras. The cost would be £450 to include personalisation with council logo.	Clerk	
	c)	Black Poplar Trees – the Weston Turville WI had confirmed they would be purchasing two trees to be planted at the recreation ground to commemorate the Late Queen's Platinum Jubilee.		
23.35	СО	MMUNITY ENGAGEMENT		
	a)	Calendar – The Clerk explained the position regarding VAT and sales of calendar and after discussion it was AGREED that the Parish Council would fund the production of the calendar up to a maximum of £1000 with all proceeds going to a charity. It was further agreed that the proceeds be donated to the 14 th Vale of Aylesbury Scout Hut fundraiser.		
	b)	The dates of the community events were noted, these would be put on the Council's website.		

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23.36	VILLAGE HALL AND PARISH OFFICE				
	a) Water Control – it was agreed to accept the quote of £400 plus travel expenses for Valens Water to produce a risk assessment and management report for Water Compliance and Legionella control.	Clerk			
	 b) Asbestos Survey – it was AGREED to accept the quote of £420 from ELB Surveys to carry out an inspection of the village hall and provide report c) The electrical testing of the hall had found a number of issues which had needed to be rectified in order for the hall to be given a satisfactory report. The total cost of the remedial works was £796. The electrics are considered part of the fabric of the building and therefore are the Council's responsibility. It was AGREED that the Council should fund these rather than the hall charity. 	Clerk			
23.37	ENVIRONMENT AND HIGHWAYS				
	a) It was AGREED to accept the quote of £180.92 for the parts required to repair the damaged noticeboards located at Westongrove and The Paddocks.	Clerk			
	b) HS2 vehicles – there had been several reports received from members of the public who had seen lorries with HS2 signed travelling through the village. HS2 had confirmed this was not an approved route and asked that any incidences are reported direct to them, the registration number and date/time/location would be required. This information had been shared by the Council's Facebook page. Cllr Collins said that Bucks Council was also collating incidences and to send details to them as well.				
	c) Footpath WTU/15/1 – the request from a local resident to change the classification of this footpath was considered. It was AGREED to contact the landowner in the first instance for their views.	Clerk			
	d) The MVAS was sited in Worlds End Lane and was hit by a vehicle which has dislodged the groundscrew rendering unusable. After discussion it was AGREED to purchase a replacement groundscrew for this area.	Clerk			
	e) The field in between Worlds End Lane and Main Street has a right of way across it, complaints had been received about people straying from the right of way, walking around the outside, in the moat. Rights of Way team have said that it would be down to the landowner to secure their property from trespass and to put up any signs to ask people to stick to the rights of way. Some neighbouring residents had also installed gates from their gardens to the field. It was AGREED to write to the landowner to make them aware.	Clerk			
23.38	ANNUAL PARISH MEETING				
	The Annual Parish Meeting was scheduled for Thursday 20 th April at 7.30pm. Speakers from Thames Valley Police, Widow Turpin, Lindengate and the Wendover Canal Trust were all confirmed.				
23.39	CLIMATE ACTION				
	a) Terracycle				
	Cllr Cook spoke about the terracyle project but the collection box needed to be available to the public so the hall would not be a suitable place for one. This would be raised at the next Climate Action working group meeting to discuss suitable locations. Some teracycle facilities were in the area, it was agreed to put an article in the next Weston Turville Times regarding Terracyle and recycling.				
	b) The minutes of the Climate Action Working Group were noted.				
23.40	WENDOVER AND VILLAGES COMMUNITY BOARD				
	Cllr Fincham gave a verbal report on the recent community board meeting. The report on the e-petition to reduce the speed limit for Church Lane had been referred back to				

	the Parish Council as neither Bucks Council nor the Community Board would fund this. The cost for a speed assessment was £504.70 per site and £921 for the report. Other roads in the parish had also been raised as an issue for speeding so would need to be considered.	
	It was AGREED to accept the offer from Cllr Collins to facilitate a meeting between Cllr Broadbent (Cabinet Member for Transport) and the local parishes to discuss speeding issues in the area and the way forward.	MC
	Cllr Fincham reported that at the Community Board it had been noted that Community Wildbelt were in discussions with Climate Action Weston Turville with regard to maintenance of a field in the village. It was agreed to ask Cllr Blackmore to report back at the next meeting.	RB
23.41	REPORT OF CHAIRMAN AND CLERK	
	The Clerk's report was noted and is attached as appendix 2 to the minutes.	
23.42	MATTERS FOR INFORMATION	
	Cllr Terry reported that she had planted the whips around the pétanque court but that more were needed and asked for planting around the parish to be put on the agenda for the next meeting.	
	Cllr Watson reported that Thames Water had recently been fined and had been instructed to refund their customers.	
	The pavement in Worlds End Lane continued to deteriorate, the Clerk would raise with the Local Area Technician to see if he had a date for the works.	
	Cllr Collins reported that he was working with Bucks Council and the developer with regard to the proposed changes to Aston Clinton Road and Woodlands roundabout to see if it would be possible to retain the layby.	
23.43	DATE OF NEXT MEETING	
	The next meeting of the Parish Council would be held on Thursday 16^{th} March 2023 at 7pm.	

Signed:	Date:	16 th March 2023

Actions List

Ref	Action	Who	Update / Complete
22.45	5 Registration of village hall and playing field		Application
			submitted
23.5	Quotes for outdoor gym, table tennis table, lighting and	Clerk / GF	Ongoing
	trees	/ RB	Oligoling
23.5	Investigate options for village map	Clerk	
23.6	Request third phase electric to be made live	Clerk	In hand
23.14	14 Stile replacements on rights of way		
		MW	
23.31a	Set up working group to implement the Habitat Management Plan	LC / RB	
23.31b	Withdraw application for permitted development for temporary café	Clerk	✓
23.31b	Planning application for extension to hall	Clerk	Ongoing
23.31c	Obtain quotes for surfacing under table tennis table	Clerk	3.183.118
23.31d	Order plaques for benches	Clerk	✓
23.31e	Clear brambles and sow grass seed	GF / CT	Ongoing
23.32	Request further information from grant applicant	Clerk	✓
23.33	Purchase laptop and other equipment for new staff member	Clerk	On hold
22.34a	Research alternative options for path surface	Clerk	In progress
22.34b	Place order for litter picks station	Clerk	✓
22.36a	Arrange legionnaire risk assessment	Clerk	✓
22.36b	Arrange asbestos survey	Clerk	✓
22.37a	Place order for noticeboard spares	Clerk	✓
22.37c	Contact landowner re footpath	Clerk	✓
22.37d	Order replacement groundscrew	Clerk	
22.37e	Write to landowner re right of way	Clerk	✓
22.40	Arrange meeting with Bucks Cabinet member for transport	MC	✓

Appendix 1 - Payments

PAYMENTS

Date	Payee	Detail	Ref	Net	Vat	Total
02/02/2023	Cloudy IT	IT licences and support	DD	£65.60	£13.12	£78.72
16/02/2023	BALC	Charles Arnold Baker book	electronic	£142.00		£212.00
		Training Course - Internal audit		£70.00		
16/02/2023	Lengthsman	Village tidying January	electronic	£360.00		£360.00
16/02/2023	Bucks Council	Uncontested election costs	electronic	£175.00		£175.00
16/02/2023	E Sharp Electrical	New 3 phase fuse board	electronic	£821.00	£164.20	£1,149.49
		Attend to faulty lights in ladies	electronic	£136.91	£27.38	
16/02/2023	Sandy's Plumbing	Gully clearance School Approach	electronic	£675.00	£135.00	£810.00
16/02/2023	Sta	Salary and cost claim (Wildflowe signs, stationery, ipad repair)	electronic	£2,340.91	£28.12	£2,369.03
16/02/2023	HMRC	PAYE & NI	electronic	£783.87		£783.87
16/02/2023	Bucks Council	Pension contribution	electronic	£836.95		£836.95
20/02/2023	DRAX	Street light electricity January	DD	£38.08	£1.90	£39.98
20/02/2023	DRAX	Street light electricity January	DD	£358.71	£71.74	£430.45
22/02/2023	PWLB	Loan repayment	DD	£1,786.37		£1,786.37
			TOTAL	£8,590.40	£441.47	£9,031.87

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.

- Village Hall Car Park the alterations to the hall car park entrance have been carried out this week. The
 white lining will be undertaken on a Saturday morning, provisional date is 4th March but this is weather
 dependant.
- Gully Cleaning the gulleys in School Approach have been cleaned out and jet washed this week.
- **Electrical supply** the new fuse board was fitted on 13th February, the application can now be made to make live the third phase supply.
- **Picnic Benches** the contractor will be scheduling in the installation of these as soon as weather conditions allow, he has pencilled in for the end of this month.
- **Recruitment** interviews for the assistant clerk position are scheduled for next week.
- **Fire alarm** the fire alarm annual maintenance check was carried out on 6th February, no issues were identified.