

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

PRESENT:

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

Clerk: Mrs Sarah Copley

Three members of public up to item 23.52

23.44	OPEN FORUM FOR PARISHIONERS A resident asked the Council to reconsider sowing grass seed under the tree behind the war memorial. The Chair referred the resident to standing order 7a "A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee."	
23.45	APOLOGIES AND ANNOUNCEMENTS All councillors were present.	
23.46	DECLARATIONS OF INTEREST a) There were no declarations of interest. b) There were no dispensation requests.	
23.47	MINUTES OF PREVIOUS MEETING It was RESOLVED to accept the minutes of the meeting held on 16 th February 2023 as a true record and the minutes were duly signed by the Chair. The actions were noted.	
23.48	REQUESTS FOR SUPPORT FROM RESIDENTS a) Personal DIY waste – Cllr Collins in his capacity as a Buckinghamshire councillor would continue to lobby for the removal of charges for disposing of DIY waste. He agreed to ask how many incidences of fly tipping there had been in 2022-23 and how much it had cost to clear these. b) Green Energy Grants – residents who had successfully applied for these grants before the supplier was changed appeared to have slipped through the net. Cllr Blackmore would make further enquiries regarding getting them moved to the new supplier.	MC RB
23.49	CIVILITY AND RESPECT PLEDGE The Civility and Respect Pledge being promoted by NALC and SLCC was discussed and it was unanimously resolved that the Council sign up to the pledge. It was noted that a dignity at work policy was required as part of this pledge and the draft policy would be put to the next meeting.	Clerk
23.50	FINANCES a) The list of payments totalling £27,234.77 was approved as listed in appendix 1. b) The bank reconciliation and finance report were noted.	

<p>c) The asset register was reviewed and AGREED.</p> <p>d) The Clerk reported that Microsoft were applying a 9% increase to their prices from 1st April, however Cloudy IT had recommended that if the council agree to a 12 month contract, the cost for the next year would remain unchanged. This was AGREED.</p>	<p>Clerk</p> <p>Clerk</p>
<p>23.51 WARM SPACES</p> <p>The people attending warm spaces on Tuesday afternoons had requested that it continue until the end of April. It was AGREED to continue to fund the hall hire for this event.</p>	
<p>23.52 ENVIRONMENT AND HIGHWAYS</p> <p>a) Devolved services – it was resolved that the Chair and Clerk sign the extension to the devolved services contract for 2023-24. It was noted that the grass cutting of verges would be starting again at the end of the month, weather conditions permitting.</p> <p>b) Planting – it was RESOLVED by 8 votes in favour to set a budget of £80 for planting grasses around the base of the plane memorial. One councillor voted against this proposal and one abstained.</p>	<p>GF/CT</p>
<p>23.53 POLICY AND RESOURCES COMMITTEE</p> <p>a) The minutes of the meeting held on 7th March were noted.</p> <p>b) It was AGREED to adopt the policies as recommended by the Committee:</p> <ul style="list-style-type: none"> • Lone and remote working • Biodiversity Policy • Co Option Policy • Review of effectiveness of Internal Controls • Scheme of Councillors Allowances and Expenses <p>c) Council Credit Card – it was RESOVLED to apply for credit card with a £1500 limit from Lloyds Bank for the Clerk to use to purchase items on behalf of the council. The policy pertaining to its use was AGREED.</p>	<p>Clerk</p>
<p>23.54 RECREATION GROUND AND SCHOOL APPROACH</p> <p>a) The weekly inspections of the facilities at the recreation ground continued, there were no issues to highlight.</p> <p>b) A complaint had been made regarding mud on the paths and car park after football matches, it had been particularly bad in the alley between the school and hall. The football club had been contacted and were sweeping after matches, they had also offered to install a boot scraper near the MUGA. It was AGREED to accept this offer.</p> <p>The football club had also asked for permission to roll the pitches which was AGREED.</p>	<p>Clerk</p>
<p>23.55 HAMPDEN FIELDS</p> <p>It was noted that Taylor Wimpey would be holding a consultation event in the village hall on 27th April. The Parish Council had been invited to take part in the consultation event but it was agreed this was not appropriate.</p> <p>Cllr Fincham and the Clerk had attended a meeting with representatives from Hampden Fields regarding the types of street furniture that they would be installing and which would eventually be passed to the Parish Council to maintain. They were proposing to install items made from recycled plastic, similar to existing items in the parish.</p>	

23.56	<p>PLANNING APPLICATION 23/00445/APP – YULE MEADOW</p> <p>Cllr Collins did not take part in the discussion or vote on this item as he is a member of Buckinghamshire Council's Planning Committee.</p> <p>This application was considered and it was RESOLVED to OPPOSE this application due to incursion into open countryside.</p>	
23.57	<p>CORRESPONDENCE</p> <p>The correspondence received was considered and it was RESOLVED:</p> <ul style="list-style-type: none"> • Black Poplar trees – these would be planted to the far side of the football pitches. • Traffic in Main Street – the Council noted that changes were proposed to Main Street as part of Hampden Fields mitigation measures. The Clerk was asked to contact the school to see if they could apply for a lollipop crossing. • Emails re sowing grass seed under the tree in Worlds End Lane – reply quoting standing order 7a. • Freedom of Information request – Clerk to seek advice from BALC before responding. • Field in centre of village – for noting only, this field is privately owned. 	Clerk
23.58	<p>CONSULTATION – BUCKINGHAMSHIRE COUNCIL</p> <p>The Council's response to the consultation was AGREED.</p>	
23.59	<p>REPORT OF CHAIRMAN AND CLERK</p> <p>The Clerk's report was noted and is attached as appendix 2 to the minutes.</p> <p>The Council gave thanks to Cllr Terry for her work on the new village sign.</p>	
23.60	<p>MATTERS FOR INFORMATION</p> <p>Cllr Fincham reported that the new bench plaques had been received and that she would fit them.</p> <p>Cllr Collins had spoken to the cabinet member for highways and would be arranging a meeting between him and the local parishes.</p> <p>Cllr Watson raised concerns about the condition of roads and pavements. Cllr Collins was meeting the local area technician the following week in his capacity as a Buckinghamshire Councillor and would raise this with him and clarify his remit.</p> <p>Cllr Dawkins reminded councillors of the Easter Egg hunt and Build a Bug hotel event taking place on 4th April.</p>	
23.61	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be held at 7pm on Thursday 20th April 2023, immediately before the Annual Parish Meeting which starts at 7.30pm.</p>	
23.62	<p>CONFIDENTIAL ITEMS</p> <p>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.</p>	
23.63	<p>STAFFING MATTERS</p> <p>It was RESOLVED that the Clerk's hours be reduced with effect from 1st April and that the vacancy for an assistant clerk would be readvertised with an amended job description.</p>	

Signed: _____ Date: 20th April 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	In hand
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	
23.31b	Planning application for extension to hall	Clerk	Ongoing
23.31c	Obtain quotes for surfacing under table tennis table	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
23.48	Raise fly tipping queries with Bucks Council	MC	
23.48	Look into green energy grants issue	RB	✓
23.49	Draft Dignity at Work Policy	Clerk	✓
23.53	Apply for Council credit card	Clerk	
23.54	Arrange access to field for contractor to roll pitches	Clerk	✓
23.56	Submit Council's response to planning application	Clerk	✓
23.57	Correspondence responses	Clerk	✓

Appendix 1 – Payments

PAYMENTS						
Date	Payee	Description of payment	Ref	Net	VAT	Total
02/03/2023	Cloudy IT	IT licences and support	DD	£65.60	£13.12	£78.72
02/03/2023	Cloudy IT	1 year renewal domain name	DD	£70.00	£14.00	£84.00
07/03/2023	Boston Seeds Ltd	Wildflower seeds	electronic	£327.50	£65.49	£392.99
16/03/2023	E Sharp Electrical	Change light sensors in office	electronic	£205.00	£41.00	£2,131.20
		Remedial electrical works for village hall	electronic	£996.00	£199.20	
		streetlight repair (car park)	electronic	£575.00	£115.00	
16/03/2023	The 2 mins Foundation	Litter pick station	electronic	£375.00	£75.00	£450.00
16/03/2023	Weston Turville Hall	Hall hire - warm spaces and PC meetings	electronic	£390.00		£1,996.58
		Cross charge utility costs/caretaker services		£1,606.58		
16/03/2023	Buckinghamshire Council	Dog waste service 22-23	electronic	£1,641.90	£328.38	£1,970.28
16/03/2023	BALC	training course undercharged	electronic	£5.00		£95.00
		Planning responses training course (LC)		£45.00		
		Community events training		£45.00		
16/03/2023	Buxton Press	Print spring issue WTT	electronic	£982.63		£982.63
16/03/2023	JW Mowing Services	Installation of jubilee bench	electronic	£280.00		£2,090.00
		Installation of 2 picnic benches		£575.00		
		Installation of christmas tree anchor		£1,235.00		
16/03/2023	Greenbarnes	Spare parts for noticeboards	electronic	£180.92	£36.18	£217.10
16/03/2023	R Haines	Village tidying February	electronic	£360.00		£360.00
16/03/2023	P Kernan Tree Surgery Ltd	Tree maintenance	electronic	£1,900.00	£380.00	£2,280.00
16/03/2023	ETC Sports Surfaces	Annual clean of courts	electronic	£800.00	£160.00	£960.00
16/03/2023	Clerk	Salary and cost claim(plaques, seed, thermometer)	electronic	£2,232.66	£17.72	£2,250.38
16/03/2023	Bucks CC - Pension	Pension contribution March	electronic	£836.95		£836.95
16/03/2023	HM Revenue & Customs	PAYE & NI March	electronic	£784.07		£784.07
16/03/2023	C Putnam & Sons	Car park entrance and village sign	electronic	£7,000.00	£1,400.00	£8,400.00
16/03/2023	Action Heating Ltd	Office boiler service and gas safety certificate	electronic	£105.00	£21.00	£450.00
		Hall boilers service and gas safety certificate	electronic	£210.00	£42.00	
		Repair leaking radiator in hall	electronic	£60.00	£12.00	
19/03/2023	DRAX	Street light electric February	DD	£34.37	£1.72	£36.09
19/03/2023	DRAX	Street light electric February	DD	£323.98	£64.80	£388.78
TOTAL				£24,248.16	£2,986.61	£27,234.77

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.

- **Bucks Council Update on Transport for Bucks** – An update for Parish Councils is taking place via Teams on 30th March 6.30 – 8pm. Two places are available for each parish council.
- **HS2 Vehicles** – these continue to be reported to HS2 and also forwarded on to the Bucks Council HS2 and EWR Marshall. HS2 are dealing with each individual incident, the Marshall is also monitoring the village roads.
- **Retention payment for parish office and changing rooms** – the contractor has confirmed that they will not be invoicing the Council for the retention fee for the extension as a gesture of goodwill for the minor issues that occurred on the site – these have all now been resolved. The £7764 of s106 funds is therefore available to be used for other appropriate projects.
- **Replacement of stiles** – Cllr Watson has notified the ramblers of which stiles are to be replaced first once the landowners have been identified and contacted.
- **Litter Pick station** – this has been delivered and will be installed soon.
- **Noticeboard repairs** – the spare parts had been delivered and the repairs made soon.
- **Village Hall / Office** – the visit to carry out the water control risk assessment took place on 6th March, the assessor will be returning next week to take a water sample and then their report would be submitted. The asbestos survey was scheduled to take place on 20th March.
- **Groundscrew, World End Lane** – the stats plans have been requested from Bucks Council and the order for the replacement groundscrew would be placed once these were received.

Projects Update

Wildflower Meadow in the recreation ground – the seeds have been ordered and will be sown as soon as weather conditions permit.

Village Hall Car Park – the works to widen the entrance have been completed, white lining still to be repainted.

Village Sign – the new village sign has been installed in Worlds End Lane.

Café at the hall – the permitted development application for the temporary café has been withdrawn, next step will be to submit a full planning application.

Outdoor Gym, Table Tennis Table, Lighting at the recreation ground – ongoing, prices are being sought for these new facilities and will be brought to the May meeting. Due to the cost of outdoor gym equipment, this will need to go out to tender.