



**Minutes of the meeting of Weston Turville Parish Council held on 21<sup>st</sup> January 2016 at the Village Hall, School Approach, Weston Turville.**

**PRESENT:**

Cllrs M Jarvis (Chair), M Simons (Vice Chair), H Backus, M Conolly, D Hillier, J Paterson, D Sibley, C Terry, N Treacher

Clerk: Sarah Copley

County Councillor Bill Chapple (part of meeting)

One member of public

16.1	<b>APOLOGIES AND ANNOUNCEMENTS</b>	
	Apologies were received from Cllr M Munday.	
16.2	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
16.3	<b>OPEN FORUM FOR PARISHIONERS</b>	
	There were no matters raised under this item.	
16.4	<b>MINUTES OF PREVIOUS MEETINGS</b>	
	<p>a) The minutes of the meeting held on 26<sup>th</sup> November were unanimously agreed as a correct record and duly signed by the Chairman. (Proposed by DS, seconded by MS)</p> <p>b) The actions list was reviewed and completed actions noted.</p> <ul style="list-style-type: none"> <li>• Ref: 781 Further information was being requested regarding online access to the bank account to address security concerns.</li> <li>• Ref: 804 Weekly inspections of the playground had been implemented and Cllr Sibley was keeping a written log of these.</li> </ul>	
16.5	<b>FINANCE</b>	
	<p>a) The list of payments tabled was <b>AGREED</b> and is attached to these minutes as appendix 1. The Clerk advised that the mail redirection was due to expire at the end of the month. It was agreed that there was no need to extend this as very little post was now being sent to the old address but to provide stamped addressed envelopes in case anything was received there.</p> <p>b) The finance report and bank reconciliation were noted.</p> <p>c) External audit – the correspondence from BALC regarding the new external audit arrangements was considered and it was <b>AGREED</b> that the Council would remain in the new scheme provided by Smaller Authorities Audit Appointments Ltd.</p> <p>d) Internal auditor – a quote for internal audit services had been received from IAC. Other local parish councils use this company and had recommended them. It was unanimously <b>AGREED</b> to accept the quote and appoint IAC to carry out the internal audit for 2015-16.</p> <p>e) Electrical works at the Village Hall – two quotes had been received to replace the distribution boards in the kitchen and cloakroom with a third requested. Since the quotes had been obtained, the full electrical survey report had been received highlighting a number of other urgent repairs. It was <b>AGREED</b> that the electrical companies be asked to quote for all works and the Chairman and Vice Chairman be</p>	Clerk
		Clerk/ MJ/MS

	delegated authority to select the most appropriate quote, to a maximum of £2,500, in order for the work to be carried out during half term if possible.	
16.6	<p><b>BUDGET AND PRECEPT FOR 2016-17</b></p> <p>The draft budget for 2016-17 proposed had been previously circulated and was discussed. It was unanimously <b>AGREED</b> to adopt the budget and submit a precept request of £72,600 which equated to an increase of £4.20 per annum for a band D equivalent house.</p>	
16.7	<p><b>POLICY AND RESOURCES</b></p> <p>a) Grants Policy and Application form A draft Grants Policy and application form had been produced in order to formalise the process for local organisations to apply for a grant from the Council. It was unanimously <b>AGREED</b> to adopt these. The Clerk would upload to the website and send to organisations who have previously received grant funding.</p>	
16.8	<p><b>SCHOOL APPROACH ACCESS</b></p> <p>a) Correspondence had been received from a neighbouring property regarding the condition of the verges in School Approach. MJ would speak to the contractor who had undertaken the car park alterations to see if they could assist with backfilling the deep grooves where cars had driven over the verges. He would also speak to the bathroom company whose vans regularly park on the verge. It was agreed the condition of the verges would be monitored and preventative measures, such as wooden posts, put in place later in the year if required.</p> <p>b) The carpark contractor had reported that the gullies in School Approach was in need of flushing as they were blocked. The Clerk had contacted TFB's contractor who would provide a quote for the work.</p> <p>c) The Clerk had been in contact with the school who confirmed they were willing to sign a new access licence agreement. She had also spoken to Wilkins Solicitors for advice which was that as the licence was being offered at no cost, it was normal practice for the person being given the licence to pay the legal fees. He estimated the cost would be in the region of £750-1000. It was agreed that the Chairman and Clerk would meet with the head teacher to progress this.</p>	<p>MJ</p> <p>Clerk</p> <p>MJ/ Clerk</p>
16.9	<p><b>VILLAGE HALL AND RECREATION COMMITTEE</b></p> <p>a) Cllr Simons reported that the Village Hall Committee were in a position to fund replacement doors and windows for the village hall. They had also appointed a contractor to redecorate the hall and this would be done after the new windows were fitted.</p> <p>b) The wooden cladding on the wall beneath the balcony was discussed as it was in poor condition and it was agreed that the Committee could arrange for the removal of this and for the wall to be plastered and painted to match the other walls.</p> <p>c) A leak in the centre of the hall had been reported but upon investigation the wet patch had been caused by condensation dripping from the ceiling rather than a leak in the roof.</p> <p>d) The Village Fete would take place in late June.</p> <p>e) The Clerk had booked Action Heating to service the boiler on the afternoon of 4<sup>th</sup> February.</p> <p>f) Play around the Parishes 2016 – the information from AVDC was considered but it was agreed not to book any dates as Jigsaw and the school held activities for children during the school holidays.</p>	

<p><b>16.10 RECREATION GROUND</b></p> <p>a) Playground and Car Park Project</p> <p>The alterations to the car park had been completed the previous week and feedback to date was very good. The Chairman would take up some minor snagging issues with the contractor.</p> <p>There would be a need to put in some sort of obstacles, such as bollards or large planters, in the centre of the car park to prevent misuse of the car park and the Clerk would investigate options and costs.</p> <p>Feedback on the new play equipment had been posted on social media and emailed to the Council. There were some positive comments and some negative, mostly concerning the condition of the ground and the lack of fencing which had led to dog mess in the area. After consideration of the comments, it was agreed to get a quote to fence in the entire play area and for additional grass mats for some pieces of equipment. The Clerk would contact AVDC with regard to use of s106 funds for these improvements.</p> <p>b) Football Pitches and Changing Rooms</p> <p>The Chandos Arms Football Club had advised the Council that the team had ceased and they would therefore no longer need hire of the pitches.</p> <p>Aston Clinton Colts had now paid their invoice for the season and were providing the Clerk with regular updates on fixtures.</p> <p>The changing rooms had been cleaned over the Christmas break and teams reminded to clean them after use. The changing room door had also been repaired at a cost of £100 plus VAT.</p> <p>There was a discussion about the arrangements for the 2016-17 season and whether the Council would undertake the line marking and purchase goals for hiring out to clubs. It was thought that the current arrangement for the club to mark out the pitches was preferable but the Council agreed that football teams would be advised that all games were to be played on the far field next season. The pitch on the field nearest the school would no longer be available for matches due to its proximity with the new play area and to allow future development of the area for other leisure and play facilities.</p> <p>County Cllr Chapple left the meeting.</p> <p>c) Other issues</p> <p>Several of the trees on the playing field were in need of attention as they were untidy with branch down to the base of the trunk making it impossible to cut the grass around them. It was agreed to get a quote from a tree surgeon for crown lifting and other maintenance of trees in the recreation ground.</p>	<p>MJ</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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16.11	<b>ENVIRONMENT AND HIGHWAYS</b>	Clerk
	<p>a) Reports had been made to Transport for Bucks regarding the drainage in Marroway and the condition of the roundabout at New Road/Main Street, but no works were currently planned. MJ would raise both issues with County Councillor Bill Chapple.</p> <p>TFB had updated the Council on the call logged for the overgrown hedge and pavement on the Marroway, they were getting a quote for the work to be carried out.</p> <p>The MVAS had been used in Marroway and Brook End and was currently sited in Worlds End Lane. Cllr Simons was analysing the data obtained. It was agreed that in order to increase the available sites to use the MVAS, quotes would be obtained for additional ground screws and other sized clamps to affix it to street furniture.</p>	
	<p>b) Dog and Litter bins</p> <p>It had been reported to the Council that dog walkers were leaving bagged dog waste near the salt bin on Worlds End Lane, there was not a dog waste bin in this area. Provision of litter bins was also discussed and it was <b>AGREED</b> to provide:</p> <ul style="list-style-type: none"> <li>• Dog waste bin on Worlds End Lane opposite the junction with Church Lane near the salt bin, provided there was no opposition from local residents.</li> <li>• Two 120l litter bins at a cost of £155 each plus delivery, fixings and installation. These would be sited at the Village Hall and by the bus stop on Marroway.</li> <li>• One post mounted litter bin to be sited at the bus stop on Worlds End Lane beside the bench.</li> </ul>	Clerk
	<p>c) Benches</p> <p>Several of the benches in the village were in poor condition. It was agreed to remove the three benches on the far side of the playing field as a matter of urgency due to their condition. These would not be replaced at the current time as six new benches had recently been provided within the new playground area. The bench at the bus stop at the junction of Worlds End Lane and Wendover Road would be replaced with the same type of bench that had been placed near the canal. This bench was made from recycled plastic and therefore required minimal maintenance. The cost of the bench would be approximately £315.</p>	
	<p>d) On street parking in Anstey Brook</p> <p>The Chairman reported that he had approached the local business whose staff and customers were parking in Anstey Brook and blocking the pavements. Cars were still being parked in the road but no longer blocking the pavements, however they were being parked on a stretch of road that was causing problems for people coming in and out of the road. MJ would contact the businesses again.</p>	MJ
16.12	<b>BROOKSIDE AMENITY AREA</b>	MJ
	<p>Wilkins Solicitors had checked the records they were holding on behalf of the Council and had no formal agreements regarding the Council's obligation to maintain the Brookside Amenity area. It was therefore accepted that the extent of the Council's land and responsibility was the footpath only. The Chairman would contact the neighbouring properties to advise them of this.</p>	
16.13	<b>PLANNING COMMITTEE</b>	
	<p>a) The minutes of the meeting held on 7<sup>th</sup> January were noted, the next meeting would be on 4<sup>th</sup> February and start at the slightly earlier time of 6pm as there would be a neighbourhood planning workshop at 7pm.</p> <p>b) Forthcoming applications in the parish</p>	

<p>There had been public exhibitions held for the Woodlands development and the development at the end of Worlds End Lane. It was highlighted that the new link road to be built as part of Woodlands would be elevated in order to clear the canal. Developers for both schemes were still at the consultation stage, formal applications had yet to be submitted to the district council.</p> <p>Members of the Council had met with the Hampden Fields developers again who went through some mitigation measures they were proposing for the village to reduce the impact of the development. The formal application had not yet been submitted to AVDC.</p>	
<p><b>16.14 NEIGHBOURHOOD PLAN</b></p> <p>a) The Council's application for a neighbourhood plan grant of £1600 had been successful. This would fund work to be carried out to the end of March.</p> <p>b) A series of workshops with the planning consultants had been organised. The first workshop would be on 23<sup>rd</sup> January, 10am-2pm to look at the issues and produce a project plan. It was agreed to provide a sandwich lunch for the people attending this workshop.</p>	Clerk
<p><b>16.15 CORRESPONDENCE</b></p> <p>The Clerk reported on the following correspondence:</p> <ul style="list-style-type: none"> <li>• E Sharp Electrical notification of labour charges for 2016</li> <li>• Information relating to beacons for Queen's 90th birthday from BALC</li> <li>• Invitation to nominate long standing councillors for a royal garden party. It was agreed to nominate ex Councillor Michael Foote who served the Council for many years before standing down at the last elections.</li> <li>• Thank you letters from Dial-a-Ride and WT Youth Café</li> <li>• Notification from the War Memorials Trust that they intend to register the war memorial in Worlds End Lane as a listed structure as part of a national project</li> </ul>	
<p><b>16.16 REPORTS OF CHAIRMAN AND CLERK</b></p> <p>The Chairman had met with County Councillor B Chapple to raise the need for more signage for the parish of Weston Turville. They had also met with church representatives regarding the proposed extension to St Mary's Church. The current application had been withdrawn due to the number of objections to the proposed design and new application would be submitted.</p> <p>BALC had circulated a list of training dates that they were hosting and it was agreed that the Clerk and Cllr Sibley would attend the Risk Assessment course on 18<sup>th</sup> February.</p> <p>The Clerk asked the Council to consider setting up a formal committee to look at environment issues. The Committee would not need to meet monthly but could look at issues in more detail and make recommendations to the Council.</p>	
<p><b>16.17 COUNCILLORS' REPORT AND QUESTIONS</b></p> <p>Cllr Hillier had attended the recent ARLA Liaison meeting and gave a verbal report.</p> <p>The Chairman reported that ARLA had submitted two planning applications to remove the condition relating to use of reversing alarms between 6pm and 7am. These would be considered at the next Planning Committee meeting.</p>	
<p><b>16.18 ANY OTHER MATTERS (FOR INFORMATION)</b></p> <p>No matters were raised under this item.</p>	
<p><b>16.19 DATE OF NEXT MEETING</b></p> <p>The next meeting would be on Thursday 25<sup>th</sup> February 2016 at 7pm.</p>	

16.20	<b>CONFIDENTIAL ITEMS</b>	
<p>It was resolved that under the Public Bodies (Admission to Meetings) Act 1960, 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, namely HR matters</p>		
16.21	<b>CLERK'S EMPLOYMENT</b>	
<p>The Clerk's probation period had ended and it was unanimously <b>AGREED</b> to make the position permanent.</p>		

Signed: \_\_\_\_\_ Date: 25<sup>th</sup> February 2016

## Appendix 1 – Payments

Date	Payee	Detail	Cheque number	Total
11/01/2016	BAS Associates Ltd	Payroll Jan-Mar 2016	DD	£54.00
21/01/2016	Mr Roger Haines	Grounds maintenance November	3285	£213.24
21/01/2016	EON	Street light electricity November	3286	£595.79
21/01/2016	Goldleaf Groundcare	Grass cutting (Jun-Oct)	3287	£1,663.20
21/01/2016	Aylesbury Vale D.C.	Dog waste service	3288	£508.50
21/01/2016	Mr Roger Haines	Grounds maintenance December	3289	£135.00
21/01/2016	EON	Street light electricity December	3290	£615.65
21/01/2016	T S Griffiths	Repair to damaged changing room door	3291	£120.00
21/01/2016	Mrs Sarah Copley	Salary - January	3292	£701.73
21/01/2016	HM Revenue & Customs	PAYE & NI - January	3293	£244.29
21/01/2016	Mrs Sarah Copley	Cost reclaim - stationery and land registry searches	3294	£66.35
21/01/2016	E Sharp Electrical	Electrical testing and works	3295	£1,125.60
21/01/2016	C Putnam and Sons Ltd	Car park works	3296	£102,750.00
21/01/2016	Serco Ltd	Weston Turville Times printing	3297	£1,045.44
21/01/2016	WT Village Hall	Hall hire	3298	£210.00
23/01/2016	Vodafone	Office telephone December	DD	£42.00
			<b>TOTAL</b>	<b>£110,090.79</b>

## Appendix 2 – Actions List.

Ref	Action	Assigned to	Update/Complete
749	Consultation on site for dog bin near Walton Place	DS	✓
750	Obtain quotes for electrical and structural testing of street lights	Clerk	On hold until inventory complete
766	Asset register to be re-created	All	Ongoing
780	Obtain permission from TFB for trees to be planted on verges	CT/Clerk	
781	Set up view only online access for bank accounts	Clerk	✓
804	Research skate park and teen shelter costs	Clerk	
806	Forward any old correspondence re Brookside to clerk	MJ	
810	Clean for the Queen – 5/6 March, DS to coordinate	DS	
16.5	Arrange internal audit with IAC	Clerk	✓
16.5	Quotes for electrical works	Clerk/MJ/MS	✓
16.6	Submit precept request to AVDC	Clerk	✓
16.8	Arrange for ruts to be backfilled in School Approach by car park contractors	MJ	
16.8	Obtain quote for gully cleaning	Clerk	✓
16.8	Meeting with head teacher to progress access licence	MJ/Clerk	
16.10	Carpark snagging to be rectified	MJ	
16.10	Options and costs for planters or similar for car park	Clerk	
16.10	Quotes for fencing and grass mats	Clerk	✓
16.10	Quotes from tree surgeon for tree works	Clerk	
16.11	Quote for additional MVAS ground screws	Clerk	✓
16.11	Order dog and litter bins	Clerk	✓
16.11	Anstey Road parking issues	MJ	
16.12	Contact neighbouring properties to Brookside Amenity Area	MJ	
16.14	Arrange lunch for NP Workshop	Clerk	✓