



Minutes of the meeting of Weston Turville Parish Council held on 24th March 2016 at the Village Hall, School Approach, Weston Turville.

PRESENT:

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

<p>16.41 APOLOGIES AND ANNOUNCEMENTS</p> <p>Apologies were received from Cllr N Treacher. Cllr Backus was absent.</p>	
<p>16.42 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest made.</p>	
<p>16.43 OPEN FORUM FOR PARISHIONERS</p> <p>Representatives from the Hampden Fields Action Group gave an update on the campaign to date, which included meetings with district councillors and David Lidington MP.</p>	
<p>16.44 It was unanimously AGREED to take Planning next on the agenda.</p> <p>PLANNING COMMITTEE</p> <p>a) The minutes of the Planning Committee meeting held on 3rd March were noted and the contents discussed. Cllr Hillier reported that the next meeting would be on 7th April at 6pm and that the developer for application 16/01017/AOP (Land between Worlds End Lane and Halton Lane) would attend to give a presentation.</p> <p>The Chairman updated on the two applications to remove the condition regarding use of reversing alarms on the ARLA site overnight. Environmental Health had raised no objections to the request and District Cllr C Paternoster had now requested that the applications go to AVDC's Development Management Committee.</p> <p>b) Application 16/00424/AOP "Hampden Fields"</p> <p>The recommendation of the Planning Committee to oppose this application was discussed and unanimously AGREED. The Chairman read out the draft response to oppose the application on highways and coalescence grounds and it was unanimously AGREED to submit this response.</p> <p>The Council noted that should the development get approval, there were measures included in the application to mitigate the impact of the development on the village. These followed the applicant's engagement with the working group comprising representatives from the Parish Council, Hampden Fields Action Group and the Community and included traffic calming measures for the village and the lowering of the speed limit for Marroway. The cost of these would be met by section 106 money provided by the development.</p> <p>Members of the public left after this item.</p>	Clerk

<p>16.45 MINUTES OF PREVIOUS MEETINGS</p> <p>a) The minutes of the meeting held on 25th February were unanimously agreed as a correct record and duly signed.</p> <p>b) The actions list was reviewed and completed actions noted.</p> <ul style="list-style-type: none"> • Brookside Amenity Area – a resident had contacted the council concerned about land in this area being fenced in. It was agreed that the sign at the entrance was misleading and should be removed which Cllr Terry agreed to do. The Clerk would write to the resident explaining the area that the Council owned and was open to the public. • The access licence for the school was discussed as Cllr Jarvis could not now attend the meeting. Cllr Simons agreed to attend with the Clerk. 	<p>CT</p> <p>MS/ Clerk</p>
<p>16.46 FINANCE</p> <p>a) The list of payments tabled was AGREED and is attached to these minutes as appendix 1.</p> <p>b) The finance report and bank reconciliation were noted and discussed.</p> <p>c) Reserves Policy – the draft reserves policy was discussed and it was unanimously AGREED to adopt it.</p> <p>d) Allocation of Reserves – it was agreed that the General Reserves level would be 50% of the precept. The remaining balance would be allocated to the shortfall in the budget for 2016-17 and for the following projects:</p> <ul style="list-style-type: none"> • Provide a fence around the play area • Additional safety surfacing for the play area • Bollards for the grass verge in School Approach • Replacement bus shelter for the Marroway • Funds towards a skate park or MUGA on the playing field • Replacement notice board outside the shops and replacement benches <p>e) Risk Assessment – it was unanimously AGREED to adopt the risk assessment as circulated with some minor amendments. Storage of important paper records and backups of the Council’s electronic records was discussed. It was agreed to budget £250 for a fire safe and £70 for a cloud based backup facility. Cllrs Simons and Munday would forward information for cloud backup options to the Clerk.</p> <p>f) Best Kept Village Competition – the Council resolved not to enter the 2016 competition.</p>	<p>MS / MM</p>
<p>16.47 GRANT APPLICATION</p> <p>The application from Weston Turville Youth Café for a grant of £1500 towards the costs of running the youth club was considered. After discussion, it was unanimously agreed to award this grant under s137 powers. The Clerk was asked to request a copy of the Youth Café’s Safeguarding Policy.</p>	<p>Clerk</p>
<p>16.48 VILLAGE HALL AND RECREATION COMMITTEE</p> <p>a) Cllr Simons reported on the works that were planned for the Village Hall over the next few months and were being funded by the Management Committee, these included replacement lights in the hall, redecoration of the hall and replacement doors and windows.</p> <p>b) The arrangements for the Village Fete were progressing with a number of stalls and attractions booked. Bucks Search and Rescue had agreed to put on a display and to judge the dog show.</p>	

16.49	RECREATION GROUND	Clerk
<p>a) Playground Inspections</p> <p>Cllr Sibley reported that the weekly inspections showed no major issues with the equipment but she was having to pick up litter every week. The new bin for the area had been delivered that week and would be installed soon.</p> <p>b) ROSPA Post Installation Inspection Report</p> <p>The Post Installation inspection report had been circulated to all councillors and the findings discussed. Some of the issues were due to the installation and Creative Play had been asked to remedy these, there would be a site meeting on 4th April to progress this.</p> <p>The inspector had highlighted the need to include safety surfacing under some pieces of equipment in future development of the play area. The Clerk would get quotes for consideration at the next meeting and to be funded from reserves.</p> <p>c) Fencing Quotes</p> <p>The quotes received to extend the fencing around the entire play area were discussed and the samples provided inspected. Two quotes had been received from playground contractors and three from local fencing contractors. After discussion it was AGREED to accept the quote of £4,640 plus VAT from AJH Fencing who had confirmed the materials used would match the existing fence.</p> <p>d) Other matters relating to the Recreation Ground</p> <p>The Chairman reported that the project funded by New Homes Bonus to extend the car park and provide the new play area to the rear of the Village Hall was now complete and all funding received from AVDC and suppliers paid. It was noted that the car park project had cost a total of £85,625 which was the amount quoted by C Putnam and Sons and not £82,000 as incorrectly minuted on 23rd July 2014 when the contractor was selected. This amount was retrospectively AGREED.</p>		
16.50	ENVIRONMENT AND HIGHWAYS	Clerk
<p>a) Cllr Paterson reported that the Marroway had suffered flooding again in the recent heavy rain. It was understood that Transport for Bucks (TFB) would be clearing the drains soon.</p> <p>b) A resident had written to the Council concerned about speeding in Worlds End Lane following a recent accident. The accident was noted and the clerk would look at the data recently obtained from the MVAS.</p> <p>c) Councillors raised concerns on the condition of the road surface in New Road as parts of it were very uneven, particularly between the golf club and the A41. The Clerk would report to TFB.</p> <p>d) Concerns were raised about the state of the hedging along Marroway following the recent work carried out to cut it back. The Clerk was asked to contact Bucks CC to find out whether this stretch of road could be added to the devolved services contract.</p> <p>e) Cllr Terry reported that TFB had now approved the locations for the two trees the Council had requested permission to plant, one in Brook End and the other at the junction of Church Lane and School Lane. The Clerk confirmed that from the budget of £150 for planting set in September, there was £67 remaining. Cllr Terry would arrange for the trees to be purchased and planted.</p> <p>f) MVAS Results - Cllr Simons reported that data recorded by the MVAS showed that there was an issue with cars speeding in Main Street outside of busy periods. Cllr Simons and the Clerk would provide a short report on the MVAS results to go on</p>		
		Clerk
		CT

	<p>the website. The Clerk was asked to find out when the speed watch equipment would be available for further speed monitoring exercises.</p> <p>g) Parking on the verge in School Approach The grass verge in School Approach was in poor condition due to be driven over and cars parking on it. Cllrs agreed to investigate the different options for bollards or large decorative rocks in order to prevent further damage to the verge.</p>	<p>MS/ Clerk</p> <p>All</p>
16.51	<p>NEIGHBOURHOOD PLAN</p> <p>a) The minutes of the Steering Group meeting held on 3rd March were noted. Councillors were all asked to get involved with the Consultation events due to take place April – June. The events would be advertised by a leaflet to be distributed to all homes in the parish, a budget of up to £400 was agreed for this.</p> <p>b) Consultancy work and Grant Application – details of consultancy work required in the next 6 months and the cost for this had been circulated and was AGREED. The Clerk would submit a grant request to cover the consultancy fees. Printing and postage for invitations and other sundry items needed for the consultation events would be paid for by the Parish Council.</p>	Clerk
16.52	<p>ANNUAL PARISH MEETING</p> <p>The draft agenda for the APM was discussed and agreed.</p>	
16.53	<p>CORRESPONDENCE</p> <p>The Clerk reported on the following correspondence:</p> <ul style="list-style-type: none"> • Email re concerns about speeding in Worlds End Lane • Request for a tree to replace the rowan that had been removed from Walton Place – this would be considered at a subsequent meeting. 	
16.54	<p>REPORTS OF CHAIRMAN AND CLERK</p> <p>BALC were running a number of training courses in April and May and it was AGREED to fund the Clerk to attend the website building course.</p> <p>The new dog bin for Walton Place and post mounted litter bin for Worlds End Lane were both on order and should be installed in the next few weeks by AVDC.</p> <p>The litter bins for the playground and bus stop on the Marroway had been delivered and were awaiting installation.</p>	
16.55	<p>COUNCILLORS' REPORT AND QUESTIONS</p> <p>Cllr Hillier reported that a resident had contacted him regarding commercial waste containers blocking the pavement near the shops.</p> <p>Cllr Paterson said that the bus shelter in Marroway had deteriorated further, the Clerk would obtain costs for consideration at the next meeting, to be funded from reserves.</p>	Clerk
16.56	<p>ANY OTHER MATTERS (FOR INFORMATION)</p> <p>No matters were raised under this item.</p>	
16.57	<p>DATE OF NEXT MEETING</p> <p>The Annual Parish Meeting would be held on 21st April, the next meeting of the Parish Council is the Annual Meeting of the Council on 19th May.</p>	

Signed: _____ Date: 28th April 2016

Appendix 1 – Payments

PAYMENTS

Date	Payee	Detail	Cheque number	Total
24/03/2016	E Sharp Electrical Ltd	Street Light Repair	3312	£143.32
24/03/2016	Mr R Haines	Village tidying	3313	£112.50
24/03/2016	EON	Street lighting electricity	3314	£575.93
24/03/2016	Playsafety Ltd	ROSPA inspection	3315	£474.00
24/03/2016	Sign Wizzard Ltd	Sign for new play area	3316	£35.78
24/03/2016	Broxap Ltd	New litter bins	3317	£449.88
24/03/2016	Mrs Sarah Copley	March salary	3318	£701.73
24/03/2016	HM Revenue & Customs	PAYE & NI - March	3319	£244.29
24/03/2016	Information Commissioner	Data Protection registration renewal	3320	£35.00
TOTAL				£2,772.43

Appendix 2 – Actions List.

Ref	Action	Assigned to	Update/Complete
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	✓
804	Research skate park and teen shelter costs	Clerk	
806	Forward any old correspondence re Brookside to clerk	MJ	
16.8	Arrange for ruts to be backfilled in School Approach by car park contractors	MJ	
16.8	Meeting with head teacher to progress access licence	MS/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 from tree surgeon for tree works	Clerk	
16.35	Purchase refreshments for Annual Parish Meeting	CT	
16.44	Submit response to planning application 16/00424/AOP	Clerk	✓
16.45	Remove sign from Brookside Amenity Area	CT	
16.46	Forward information on cloud backup options to the Clerk	MS/MM	
16.47	Notify Youth Café of the decision to award grant and request a copy of their safeguarding policy	Clerk	✓
16.49	Site meeting with Creative Play on 4 th April	DS / Clerk	✓
16.49	Quotes for safety surfacing	Clerk	
16.50	Report uneven road surface in New Road to TFB	Clerk	✓
16.50	Contact Bucks CC re devolved services contract	Clerk	
16.50	Purchase trees for planting	CT	✓
16.50	Report on MVAS results for website	MS/Clerk	
16.50	Investigate options to prevent parking on grass verge in School Approach	All	
16.51	Submit grant application for Neighbourhood Plan	Clerk	✓
16.55	Obtain prices for replacement bus shelter	Clerk	