



**Minutes of the meeting of Weston Turville Parish Council held on 23<sup>rd</sup> July 2015 at the Village Hall, School Approach, Weston Turville.**

**PRESENT:**

Cllrs M Jarvis (Chair), M Simons (Vice Chair), D Hillier, J Paterson, D Sibley, M Conolly (after co-option)  
 Clerk: Sarah Copley

<p><b>APOLOGIES AND ANNOUNCEMENTS</b></p> <p>Apologies were received from Cllrs H Backus and C Terry.</p> <p>Cllr Jarvis reported on the sad death of former Clerk, Mr John Dean and said that the funeral would be on Monday 27<sup>th</sup> July at 12noon.</p>	
<p>742     <b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest made.</p>	
<p>743     <b>OPEN FORUM FOR PARISHIONERS</b></p> <p>No matters were raised under this item.</p>	
<p>744     <b>COUNCILLOR VACANCIES</b></p> <p>Two applications to be co-opted to the Council had been received from Mr Michael Conolly and Mr Mike Munday. It was unanimously <b>AGREED</b> to co-opt both to the Council. Mr Conolly signed the Declaration of Acceptance and took his seat at the table. Mr Munday had not been able to attend the meeting and the Clerk would make arrangements for him to sign his declaration at the earliest opportunity.</p>	Clerk
<p>745     <b>MINUTES OF PREVIOUS MEETINGS</b></p> <p>a) The minutes of the meeting held on 25<sup>th</sup> June were agreed as a correct record and duly signed by the Chairman.</p> <p>b) The minutes of the extra ordinary meeting held on 9<sup>th</sup> July were agreed as a correct record and duly signed by the Chairman.</p> <p>c) The actions list for both meetings were reviewed and completed actions noted.</p> <p>Minute 718   Cllr Jarvis will attend the next AVLAC executive committee meeting</p> <p>Minute 721   The MVAS had been serviced by the SWARCO engineer and a faulty part replaced which should help to extend the battery life</p> <p>Minute 736   Cllr Simons had completed the photographs of the Council's assets</p>	
<p>746     <b>FINANCE</b></p> <p>a) The list of payments tabled was <b>AGREED</b> and is attached to these minutes as appendix 1.</p> <p>b) The finance report to the end of June had been circulated to all councillors and was noted. The payment for the new kitchen had been made by the Parish Council and the VAT would be reclaimed.</p> <p>c) Annual Return - A copy of the annual return for the financial year ending 31 March 2015 had been circulated, along with copies of the response to the internal auditor recommendations and the explanation of variances. The Annual Return was agreed</p>	

	<p>and signed by the Chairman and Clerk. The Clerk stated that the Annual Return would now be submitted to the External Auditors and the statutory notices displayed on the notice board.</p> <p>d) Budget – the budget was reviewed and it was agreed to make no virements at this time.</p> <p>e) Banking arrangements – the mandate forms to add Cllrs Paterson and Hillier and the Clerk as signatories to the account were completed. The clerk would arrange for Cllrs Backus and Terry to complete their mandates as soon as practicable. It was noted that internal controls meant that cheques needed to be signed by two councillors but that the Clerk was added as a signatory in order for NatWest to release information about the account to her.</p> <p>f) Cllr Jarvis had cancelled cheque number 3185 payable to WT Youth Café which had not been received. A new cheque had been issued.</p> <p>g) The bank reconciliation was noted.</p> <p>h) HMRC – The Clerk had been in contact with HMRC who advised that the penalties of £2000 had been removed from the account. There was still the matter of the payroll returns for 2013-14 and 2014-15 to be resolved and HMRC had advised that earlier year updates needed to be submitted for both years. The Council’s payroll provided, BAS, had indicated they would be able to do that but had not yet provided a quote for this work. The Council authorised up to £1000 for this piece of work to be carried out as soon as possible.</p> <p>i) The Clerk had completed the VAT reclaim form for 2014-15 and would submit it to HMRC.</p> <p>j) The quote for the RBS Alpha accounts system of £456 was noted and it was <b>AGREED</b> to purchase this. There would be an ongoing annual maintenance fee for the system which was currently £111.</p>	<p>Clerk</p> <p>Clerk</p>
747	<p><b>POLICY AND RESOURCES</b></p> <p>a) <b>Standing Orders</b> had been revised to allow for provision for summons and agendas to be sent to councillors by email. It was unanimously <b>AGREED</b> to adopt the revised standing orders.</p> <p>b) <b>Financial Regulations</b> – The draft financial regulations had been previously circulated and were discussed. It was unanimously <b>AGREED</b> to adopt these. Complaints Procedure – it was unanimously <b>AGREED</b> to adopt the draft Complaints Procedure.</p> <p>c) <b>Meeting summons and papers</b> - After discussion it was <b>AGREED</b> that the Clerk would circulate the summons, agenda and meeting papers by email and provide hard copies for Councillors at the meetings. This would provide a saving to the Council in the Clerk’s time and mileage claims without causing any additional costs to councillors.</p>	
748	<p><b>VILLAGE HALL AND RECREATION COMMITTEE</b></p> <p>a) Cllr Simons reported that the kitchen upgrade was scheduled to take place during August. The ladies toilets were in need of refurbishment and the Village Hall Management Committee would fund this upgrade. There were still incidences of anti social behaviour in the area and the Police were keeping a record of these.</p> <p>b) <b>CCTV</b> Due to the high levels of anti social behaviour around the Village Hall, it was agreed that CCTV be installed in order to try to deter this or identify those involved. Cllr</p>	

	<p>Jarvis recommended a system he had used in the past and it was unanimously <b>AGREED</b> to fund up to 8 cameras at a cost of up to £1000. Cllr Jarvis would send the supplier details to the Clerk. Cllr Simons would arrange for the school caretaker to install it once it was delivered.</p> <p>It was noted that some of the security lights on the outside of the hall were not working and the Clerk would ask Sharps to repair these.</p>	<p>MJ/ Clerk /MS</p> <p>Clerk</p>
749	<p><b>ENVIRONMENT AND HIGHWAYS</b></p> <p>a) Cllr Paterson said that the roundabout at the junction of Main St, New Road and Brook End needed attention as it was uneven and prone to flooding. The Clerk would ask the Local Area Technician for a meeting at the site. Cllr Jarvis would raise at the next LAF meeting to see if they had any funding for this.</p> <p>A complaint about electric fences obstructing footpath 5 had been referred to Bucks CC's Rights of Way team.</p> <p>A complaint had been received from a resident of West End regarding cars parked inconsiderately in West End and asking that the yellow lines be considered. Councillors agreed to monitor the situation to see whether cars were causing an obstruction.</p> <p>It had been previously agreed to fund a dog waste bin near Walton Place. Cllr Sibley would circulate consultation documents to local residents in order to identify where to locate it.</p> <p><b>b) Devolved Services</b></p> <p>The overgrowth at Brook End had still not been cut back, the Clerk would contact Aylesbury TC again.</p> <p>There was an overgrown hedge in Main Street that was causing an obstruction. The Chairman would speak to the landowner and a follow letter would be sent if no action taken.</p> <p>Aylesbury TC had written to the Council to ask whether the Council would be authorising temporary event signs to be displayed around the village or if Aylesbury TC should manage this process. It was <b>AGREED</b> that the Parish Council would authorise temporary signs and the Clerk would advise ATC of this decision.</p> <p><b>c) Speed signs</b></p> <p>Signwizzard had produced the signs currently installed in Bedgrove and provided a quote for these and the wheelie bin stickers. The quotes were thought to be rather high and Cllr Simons offered to look at other suppliers used by the police.</p>	<p>All</p> <p>DS</p> <p>MJ</p> <p>Clerk</p> <p>MS</p>
750	<p><b>STREET FURNITURE</b></p> <p>a) The three quotes received for an oak notice board for Hampden Hall were considered and it was <b>AGREED</b> to accept the quote of £1500 from Signs of Cheshire to supply and install the board. After discussion it was <b>AGREED</b> that the most appropriate location would be beside the entrance to the children's playground. The Clerk would request permission from AVDC as the landowner.</p> <p>b) The three quotes for a replacement street light for School Approach were considered and it was <b>AGREED</b> to accept the quote of £680.90 from E Sharp Electrical.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>c) It was noted that a regular programme of structural and electrical testing should be implemented for the street lights. The Clerk would obtain quotes in order to include in the budget for 2016-16.</p>	
751	<p><b>RECREATION GROUND</b></p> <p>a) Cllr Jarvis advised that he would be meeting with AC Colts Football Club to finalise the arrangements for pitch hire for the forthcoming season. The Chandos Pub hoped to run a men's team for this season and would book the pitches through AC Colts to ensure no fixtures clashed.</p> <p>b) Cllr Jarvis had received three quotes for the installation of the new car park, after discussion it was unanimously <b>AGREED</b> to accept the quote of £82,000 from C Puttnam and Sons.</p> <p>The proposals from three companies for the new play area were considered and it was <b>AGREED</b> that Creative Play be awarded the contract as they offered the best value. Some changes to the design would be required, including changing the wooden teen shelter to a more robust metal one.</p> <p>Both projects would be funded from New Homes Bonus funding and some s106.</p>	MJ / Clerk
752	<p><b>PLANNING COMMITTEE</b></p> <p>The following planning applications were considered :</p> <ul style="list-style-type: none"> <li>• 15/02160/APP - 103 Aston Clinton Road, Weston Turville It was agreed to raise NO OBJECTION to this application.</li> <li>• 15/02218/ADD - St Mary's Church, Church Walk, Weston Turville It was agreed to raise NO OBJECTION to this application.</li> <li>• 15/02202/APP - 3 Burnhams Field, Weston Turville – It was agreed to raise NO OBJECTION to this application subject to District and County officers being satisfied that adequate parking remained for the property.</li> </ul> <p>It was noted that Planning Committee meetings would commence at 6.30pm in future.</p>	
753	<p><b>TRANSFER OF OFFICE TO NEW CLERK</b></p> <p>The files and materials were still at the former clerk's residence. Arrangements would be made with Mr Dean's widow to collect it in due course.</p> <p>The Clerk would send some forwarding labels to Mrs Dean for any post that had been sent there but it was <b>AGREED</b> to set up a mail redirection with Royal Mail for 6 months.</p> <p>Cllr Simons would arrange for the Parish Magazine and Horizons magazine to include the new contact details for the Parish Council.</p>	Clerk
754	<p><b>CORRESPONDENCE</b></p> <p>The Clerk reported on the following correspondence:</p> <ul style="list-style-type: none"> <li>• Report of graffiti on various items around the village including the Perspex on the bus shelter in Worlds End Lane and the information board opposite the Chandos. The clerk would contact Aylesbury TC to see if they could assist but it was agreed to replace the Perspex if that was the easiest solution.</li> <li>• A thank you letter from former Cllr Michael Foote.</li> <li>• Invitation to attend the Local Councils Planning Liaison Group on 30<sup>th</sup> September – Cllr Jarvis would attend this meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>Invitation to attend a Planning training session organised by AVDC – Cllr Hillier would attend this.</li> </ul>	
755	<b>REPORTS OF CHAIRMAN AND CLERK</b> No matters were raised under this item.	
756	<b>COUNCILLORS' REPORT AND QUESTIONS</b> Comments had been heard recently that a new application for the Hampden Fields development was due to be submitted imminently. Councillors asked whether the old HFAG banners should now be removed as they were fading, Cllr Jarvis would contact Phil Yerby to arrange this.	MJ
757	<b>ANY OTHER MATTERS (FOR INFORMATION)</b> No matters were raised under this item.	
758	<b>DATE OF NEXT MEETING</b> The next meeting would be on Thursday 24 <sup>th</sup> September at 7pm.	

Signed: \_\_\_\_\_ Date: 24<sup>th</sup> September 2015

## Appendix 1 – Payments

### PAYMENTS

Date	Payee	Detail	Cheque number	Total
23/07/2015	Clerk	July salary	3216	£759.16
23/07/2015	HMRC	August PAYE & NI	3217	£282.87
23/07/2015	Cllr M Jarvis	Reimbursement for new barrier keys	3218	£7.00
23/07/2015	Auditing Solutions Ltd	Internal audit of 2014-15 accounts	3219	£480.00
23/07/2015	Roger Haines	village works	3220	£411.37
23/07/2015	E Sharp Electrical	Removal of damaged street light	3221	£74.40
23/07/2015	Action Heating Ltd	Service boiler	3222	£288.00
23/07/2015	Clerk	Cost reclaim - stationery, ink, stamps	3223	£427.73
23/07/2015	WT Youth Café	1st instalment of grant (replace lost chq 3185)	3224	£750.00
28/08/2015	Clerk	August salary	3225	£684.73
28/08/2015	HMRC	August PAYE & NI	3226	£232.84
			<b>TOTAL</b>	<b>£4,398.10</b>

## Appendix 2 – Actions List.

Ref	Action	Assigned to	Update/Complete
744	Cllr Munday to sign Declaration of Acceptance	Clerk/MM	Complete
746	Annual return to be sent to Mazars	Clerk	Complete
746	Arrange for submission of payroll data to HMRC for previous years	Clerk	Complete
746	Arrange installation and set up of RBS Alpha accounts system	Clerk	Complete
747	Upload Council's policies to the website	Clerk	Complete
748	Arrange purchase and installation of CCTV system	MJ / MS / Clerk	Complete
749	Source alternate quotes for speed awareness signs	MS	Complete
749	Monitor parking in West End	All	
749	Consultation on site for dog bin near Walton Place	DS	
749	Contact landowner re overgrow hedge	MJ	
749	Notify Aylesbury TC re authorising temp event notices	Clerk	Complete
750	Obtain quotes for electrical and structural testing of street lights	Clerk	
750	Instruct Sharps to replace the damaged streetlight in School Approach	Clerk	Complete
750	Seek permission to site the notice board by the playground at Hampden Hall and place the order for the board	Clerk	Order placed
751	Finalise arrangements for football pitch hire and arrange for agreement to be signed by AC Colts	MJ/Clerk	
752	Submit responses to planning applications	Clerk	Complete
753	Send forwarding labels to Mrs Dean and arrange 6 month mail redirection with Royal Mail	Clerk	Complete