

Minutes of the Meeting of Weston Turville Parish Council held on 17th July 2025 at the Parish Meeting Room, Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, R Blackmore (Chair), M Collins, S Dawkins, G Lait, C Popovici-Birkby, M Robertson, P Routledge and C Terry
Clerks: Sarah Copley and Francesca Beato
Public Attendance: 3 members of the public

No.	Minute	Action
	<p>OPEN FORUM FOR PARISHIONERS</p> <p>Two residents raised concerns regarding ongoing issues within Aston Reach related to First Port and Taylor Wimpey. They provided an update on recent communications between the Aston Reach Residents' Association and various stakeholders.</p> <p>They also requested that consideration be given to reinstating the cricket pitch on the recreation ground.</p>	
25.114	<p>APOLOGIES</p> <p>Apologies were received and ACCEPTED from Cllr Cook.</p> <p>Apologies were also received from Bucks Cllrs S Bowles and A Huxley</p>	
25.115	<p>DECLARATIONS OF INTEREST</p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
25.116	<p>MINUTES OF PREVIOUS MEETING</p> <p>It was AGREED, with 7 votes in favour and 2 abstaining, to ACCEPT the minutes of the meeting held on 19th June 2025 as a true and accurate record. The minutes were duly signed by the Chair.</p>	
25.117	<p>PAYMENTS AND QUOTES</p> <p>a) The list of payments totalling £134,170.43 was APPROVED and are attached to these minutes as appendix 1. b) The quotes to replace the aging iPads with either new iPads or Chromebooks were considered. It was AGREED to proceed with the purchase of new iPads totalling £6,571.50 and that this would be funded from reserves. c) It was AGREED to renew the fire alarm system maintenance contract with Pyrotec at a cost of £210 for one year.</p>	
25.118	<p>CAFÉ KITCHEN EQUIPMENT</p> <p>It was noted that a fault with the dishwasher in the café had highlighted the need for an agreed procedure to ensure prompt repair of Parish Council-owned equipment. Following discussion, it was AGREED to establish an earmarked reserve fund for repairs and replacements as required and the Clerk was delegated to approve repairs when required to minimise any down time.</p>	Clerk
25.119	<p>CAR PARKING</p> <p>a) It was noted that there had been a problem with car parking during the school's Sports Day, which resulted in hall hirers being unable to park in the Village Hall car</p>	

<p>park. The Village Hall Chair and Vice Chair (Cllrs Dawkins and Terry), along with the Clerk, had spoken with the Headteacher, who agreed to remind parents to use the Five Bells car park for future events. The Headteacher also confirmed that someone would be positioned outside to direct parents accordingly during school events. On that day, and on other busy occasions, cars had been parked along both sides of School Approach, creating a hazard for both road users and pedestrians. The Assistant Clerk presented information on potential options to prevent parking along this stretch. After discussion, it was agreed to investigate the use of tree logs as natural parking barriers.</p> <p>b) Working Group – the working group had met and considered options for an additional overflow car park to be located to the rear of the hall. Initial estimates to improve the access and provide 24 spaces between the hall and pétanque court were approximately £120-140k. There was currently approximate £80k of s106 funds available to be used for this but there was the possibility of getting other s106 agreements amended to be able to use at the village hall and recreation ground. The Clerk would investigate and report back at the next meeting.</p> <p>c) The quotes to replace the damaged bollards were considered. It was AGREED to proceed with the purchase and installation of a replacement bollard by the bin store at a cost of £285 plus delivery. It was also AGREED to seek quotes for the installation of additional flower planters to act as traffic barriers in front of the Parish Office, to be reviewed at the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>25.120 RECREATION GROUND</p> <p>a) Toddler multiplay – it was noted that this piece of equipment had deteriorated and needed to be removed or repaired. After discussion it was agreed to remove it asap and to purchase a replacement later in the year using s106 funds.</p> <p>b) Tennis courts – it was noted that the 5-year contract for tennis court cleaning and maintenance had now ended. After discussion it was AGREED to renew and opt for a one-year maintenance contract and to consider resurfacing at a future date, using s106 funds if possible.</p> <p>c) The request to transport equipment and supplies to a property via the recreation ground was considered. After discussion, it was AGREED to refuse the request due to safety concerns regarding vehicle access on the recreation ground.</p> <p>d) Hire of Recreation Ground – The draft agreement for the hire of the recreation ground for parties or events was considered and AGREED. The hire fee was set at £20 per hour, with a £150 damage deposit required.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>25.121 MEMORIAL/CELEBRATION TREE</p> <p>The proposal from Cllr Lait to install a memorial/celebration tree, to be lit throughout the year in recognition of faith events and other significant dates (e.g. VE Day anniversary), was considered. Following discussion, it was AGREED by majority vote to include the purchase in next year's budget. The location of the tree will be determined at a later date.</p>	<p>Clerk</p>
<p>25.122 TREES</p> <p>a) Cllr Cook requested that the Parish Council consider pruning the apple trees on the playing field, as well as two trees located on the highway (by the shops and in Brook End). It was noted that the highway trees are the responsibility of Buckinghamshire Council and were inspected earlier this year. After discussion, it was AGREED not to proceed with the pruning at this time.</p> <p>b) The quote from the arborist to carry out the 3 yearly inspections of trees on the Parish Council's land was considered and accepted.</p>	<p>Clerk</p>

<p>25.123 THE GLEBE</p> <p>a) Information Board – it was agreed to purchase an information board to be installed at the Glebe field by the entrance to the centre of the field. The cost was expected to be approximate £1500, Chiltern Wildbelt had agreed to provide wording and information to be included.</p> <p>b) Wildlife Cameras – The proposal from Cllr Lait to install wildlife cameras on the Glebe Field was considered. After discussion, it was AGREED to purchase two cameras at a cost of £189.99 each.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.124 BARLEY CLOSE FIELD</p> <p>a) It was noted that the sale was due to complete soon and that options for site management and the development of the community orchard now needed to be considered. The Clerk confirmed that there were £30,000 of S106 funds allocated to this project. It was AGREED to establish a working group to develop a plan for the land, comprising Cllrs Lait, Robertson, Cook, and Baylis. An advert would also be placed in the Weston Turville Times inviting residents interested in joining the working group to come forward.</p> <p>b) It was AGREED to obtain quotes to clear and improve the two gateways to enable vehicular access to the land for grass cutting and other necessary works. Nearby residents would be notified in writing prior to any work being carried out on the access gates.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.125 PLANNING</p> <p>a) The minutes of the meeting held on 10th July were noted.</p> <p>b) Application 25/02048/PIP Clinker's Farm, Worlds End Lane was considered and after discussion it was AGREED to OBJECT due to the following concerns-</p> <ul style="list-style-type: none"> • Outside the settlement boundary • Loss of agricultural building/land • Encroachment into open countryside • Impact on the local Character and landscape. 	
<p>25.126 FLAGPOLE</p> <p>The proposal from Cllr Lait to install a flagpole at the Village Hall was considered. Following discussion, it was AGREED by majority vote 6 in favour to proceed. The next step will be to apply for planning permission.</p>	<p>Clerk</p>
<p>25.127 FLOOD RESILIENCE SURVEY</p> <p>It was agreed that the Council should respond to this survey and the Clerk was delegated to complete it with assistance from Cllr Cook and the Neighbourhood plan group.</p>	<p>Clerk</p>
<p>25.128 NEIGHBOURHOOD PLAN REVIEW</p> <p>a) Cllr Cook had provided an update:</p> <ul style="list-style-type: none"> • The design code had been drafted and passed to locality for approval; the steering group were also reviewing it. • Consultations with residents had been carried out at several repair cafés and in the Weston Turville Times. These comments had been fed back to the consultant who was drafting the revised policies for the plan. These would be circulated once complete. • Maps will be needed to show green spaces, strategic gap, views and vistas as well as aspirational cycle routes 	

	<p>b) The correspondence from Halton Parish Council was noted and it was agreed further information was needed before committing, the Clerk and Chair of the Parish Council and Neighbourhood Plan Steering group would attend an initial meeting.</p>	
25.129	<p>LEAD COUNCILLORS</p> <p>Cllr Lait proposed that the Council appoint lead councillors for large ad hoc events, sports activities, and rights of way. After discussion, it was AGREED not to proceed with appointing lead councillors for events or sports activities, with a majority vote of 6 against, 3 in favour.</p> <p>It was AGREED to proceed with appointing a Lead Councillor for Rights of Way, with Cllr Robertson volunteering to take on the role.</p>	
25.130	<p>EVENTS</p> <p>a) The draft plan for a Halloween event in October was considered. It was AGREED by majority vote (8 in favour, 1 abstention) to set a budget of £350 for the event. Cllrs Dawkins and Cook will oversee the planning and run the event on the day.</p> <p>b) Remembrance Day Service – the quote of £120 to set up and man the road closure for the event was ACCEPTED.</p>	
25.131	<p>COUNCILLOR SURGERIES</p> <p>Cllrs Robertson and Lait provided an update on the July councillors surgeries.</p> <p>a) Historical Society Archives – The Historical Society had been contacted following concerns raised regarding the risks of storage of the archives in the Village Hall loft. Cllr Lait proposed the idea of creating a village museum to showcase the archives. The Historical Society committee would be meeting the following day to discuss this initiative.</p> <p>b) Local pickleball players had offered to provide a demonstration of pickleball at the recreation ground to allow the Council to assess the noise levels, following the Council's objection to the planning application for a pickle ball court due to concerns about noise pollution affecting neighbouring properties. A date for the demonstration would be confirmed and the invitation emailed to all councillors.</p>	
25.132	<p>CLERK'S REPORT</p> <p>The Clerk's report was noted. It was agreed to accept the offer from St Johns Ambulance for free first aid training.</p>	
25.133	<p>MATTERS FOR INFORMATION</p> <p>Cllr Popovici-Birkby reported that he had attended meetings with the Aston Reach Residents' Association, the local MP and Buckinghamshire Councillors to discuss ongoing maintenance issues on Aston Reach. He also reported that Fix My Street was not working for some of the newer roads which needed to be communicated to residents.</p> <p>Cllr Lait reported that he, along with the Assistant Clerk, had been working on new content and ideas for inclusion in the Weston Turville Times.</p> <p>Cllr Collins reported on meetings he had attended in his capacity as a Buckinghamshire councillor.</p>	

25.134	DATE OF NEXT MEETING The next meeting would be on Thursday 18th September at 7pm.	
25.135	CONFIDENTIAL ITEMS 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.	
25.136	RECRUITMENT OF PARISH WARDEN Following interviews, a Parish Warden had been successfully appointed. A budget of £1000 was set for the purchase of necessary equipment and PPE to support them in their role.	

Signed: _____ Date: 18th September 2025

Actions List

Ref	Action	Who	Update / Complete
24.142	Investigate options for flood lighting	Clerk	
25.25d	Arrange meeting with CCLA	Clerk	On hold
25.102c	Walk round to identify location for ditches	GL/RB/Clerk	✓
25.107	Purchase silver birch tree	CT	
25.118	Set up earmarked reserve for café equipment	Clerk	✓
25.119a	Look into using logs to prevent parking in School Approach	Clerk	✓
25.119b	Research process to reallocated s106 funds	Clerk	✓
25.119c	Order replacement bollard	Clerk	✓
25.119c	Quotes for additional planter outside office	Clerk	
25.120a	Arrange for removal of toddler unit	Clerk	✓
25.120b	Book one off clean for courts	Clerk	✓
25.121	Celebration tree in 2026-27 budget	Clerk	✓
25.122	Book tree inspection	Clerk	✓
25.123a	Progress information board for the Glebe	Clerk	✓
25.123b	Order wildlife cameras	Clerk	✓
25.124a	Arrange meeting of working group	Clerk	✓
25.124b	Source quotes for works at Barley Close field	Clerk	✓
25.126	Planning application for flagpole	Clerk	2026-27 project
25.127	Complete flood resilience survey	Clerk	✓

APPENDIX 1 – PAYMENTS LIST

PAYMENTS

01/07/2025	Cloudy IT	Software licences and support	DD	£97.30	£19.46	£116.76
10/07/2025	BAS Associates	Payroll Fees Q2	DD	£114.00	£22.80	£136.80
15/07/2025	Wellers Law Group	Purchase and legal fees - Barley Close Field	electronic	£117,655.60	£519.00	£118,174.60
16/07/2025	DRAX	Streetlight electric June	DD	£263.13	£52.63	£315.76
16/07/2025	Multipay card	See below	DD	£532.67	£3.64	£536.31
17/07/2025	Eldridge Electrical Ltd	Street light repairs (min ref 25.96)	electronic	£6,310.00	£1,262.00	£7,572.00
17/07/2025	Shield Maintenance Ltd	dog waste collection (June)	electronic	£368.33	£73.67	£442.00
17/07/2025	Windowflowers	Planter maintenance July - December	electronic	£618.62	£123.72	£742.34
17/07/2025	SLCC	CILCA registration for Asst Clerk	electronic	£450.00		£450.00
17/07/2025	BALC	Conference for Clerk, Asst Clerk, Cllrs Cook and Lait	electronic	£100.00		£100.00
17/07/2025	Diocese of Oxford	The Glebe field rent	electronic	£100.00	£20.00	£120.00
17/07/2025	Lengthsman	Village tidying June	electronic	£598.00		£598.00
17/07/2025	Assistant Clerk	Mileage claim May & June	electronic	£33.89		£33.89
17/07/2025	Action Heating Ltd	Install outdoor tap	electronic	£120.00	£24.00	£144.00
17/07/2025	Payroll	July salaries		£2,887.44		£2,887.44
17/07/2025	Bucks Council	Pension contributions July		£1,020.57		£1,020.57
21/07/2025	5G Communications	Landline and broadband	DD	£49.00	£9.80	£58.80
31/07/2025	Unity Bank	bank fees for June	DD	£9.30		£9.30
31/07/2025	HMRC	PAYE & NI July	DD	£711.86		£711.86
TOTAL				£132,039.71	£2,130.72	£134,170.43

Multipay Card - 2nd July 2025 statement

Date	Paid To	Detail	Net	Vat	Total
03/06/2025	Co op	Refreshments for community event on 5th June	£19.75		£19.75
12/06/2025	Decathlon	Table Tennis table (on behalf of village hall)	£439.99		£439.99
12/06/2025	Decathlon	Table tennis equipment on behalf of the village hall	£42.97		£42.97
12/06/2025	Amazon	A4 copier paper	£18.21	£3.64	£21.85
26/06/2025	Post office	recorded delivery to solicitor	£8.75		£8.75
02/07/2025	Unity Bank	monthly fee	£3.00		£3.00
Total			£532.67	£3.64	£536.31

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.

- **Manor Farm Field**

The Parish Council has received further complaints about the misuse of this field, including gates from private gardens onto the field, people using the field as an extension to their garden, littering and dog walkers walking around the outside and not keeping to the rights of way that cross the field. Complainants have been advised that the field is privately owned and therefore the parish council cannot take any action other than to notify the landowner, which has been done.

- **Replacement stiles / gates**

The Parish Council had previously agreed to work with the Ramblers to replace 3 gates per year. Bucks have given permission for the 9 gates, 3 of which would be funded by the Parish Council, to be replaced and the ramblers will start work in August.

- **Devolved Services**

The Parish Council is party to a four year contract with Bucks Council which began on 1st April 2024. Bucks Council are giving all parishes with devolved services 6 months notice that they are ending the agreement early as of 1st April 2026 and intend to offer new contracts with effect from this date.

- **First Aid Training**

St Johns Ambulance had offered free "Save a Life" training to be held at the hall, the training would cover CPR and how to use an AED.

- **Correspondence**

- Response had been received from Bucks Highways regarding the obstruction of the footway in Flaxen Field.
- Response received from Planning Enforcement regarding a property at Hampden Hall.

Update on actions from previous meeting:

- S106 proposals for new planning applications have been sent to Bucks Council
- Applications for use of s106 have been submitted, a response is expected in October
- The streetlight repairs have been carried out, some lights are awaiting the connection to be switched over by UKPN