



Minutes of the Annual Meeting of Weston Turville Parish Council held on 18th May 2017 at the Village Hall, School Approach, Weston Turville.

PRESENT:

Cllrs: M Jarvis (Chair), M Conolly, R Eastaugh, D Hillier, J Paterson, D Sibley, M Simons, C Terry, N Treacher
 Clerk: Sarah Copley

17.53	<p>ELECTION OF CHAIRMAN</p> <p>It was unanimously agreed to elect Cllr Jarvis as Chairman for 2017-18 and Cllr Jarvis duly signed the declaration of acceptance.</p>	
17.54	<p>APOLOGIES AND ANNOUNCEMENTS</p> <p>There were no apologies received</p>	
17.55	<p>ELECTION OF VICE CHAIRMAN</p> <p>It was unanimously agreed to elect Cllr Simons as Vice-Chairman for 2017-18.</p>	
17.56	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest made and no requests for dispensation. Councillors were reminded to keep their register of interests updated with any changes.</p>	
17.57	<p>OPEN FORUM FOR PARISHIONERS</p> <p>Two residents of Aston Clinton Road attended, they were concerned about the impact to their property caused by the weight and speed of vehicles using this road which was causing their house to shake.</p> <p>Councillor Paterson offered to go and look at the condition of the road in the area to see if potholes or failing surface was exacerbating the issue. The MVAS would also be moved in order to monitor traffic speeds.</p> <p>County Cllr Bill Chapple arrived during the discussion and offered to visit the residents to inspect the area but his view was that traffic could not be taken off this road as it was one of the main arterial routes into Aylesbury.</p>	
17.58	<p>MINUTES OF PREVIOUS MEETINGS</p> <p>a) The minutes of the meeting held on 23rd March were unanimously agreed as a correct record and duly signed.</p> <p>b) The actions list was reviewed and completed actions noted.</p>	
17.59	<p>MEMBERSHIP AND REMIT OF COMMITTEES</p> <p>Planning Committee members would be Cllrs Conolly, Eastaugh, Hillier, Paterson, Simons and Treacher</p> <p>Policy and Resources Committee would be Cllrs Sibley, Simons and Terry.</p> <p>The Chairman was an ex-officio member of all committees.</p>	
17.60	<p>APPOINTMENT TO EXTERNAL BODIES</p> <p>The following appointments were agreed:</p> <p>a) Wendover Local Area Forum Cllr Jarvis and Cllr Paterson</p> <p>b) ARLA Liaison Group – Cllr Hillier</p> <p>c) Village Hall Management Committee - Cllr Simons</p>	

17.61	GOVERNANCE DOCUMENTS	
<p>a) The Standing Orders and Code of Conduct had been previously circulated and it was agreed that no changes were required.</p> <p>b) The Financial Regulations had been amended based on the latest NALC model regulations and it was unanimously AGREED to adopt these.</p> <p>c) The draft co-option policy was considered and it was unanimously AGREED to adopt this.</p> <p>d) It was unanimously AGREED to adopt the draft policy on pre-application meetings with developers as recommended by the Planning Committee.</p>		
17.62	BANKING ARRANGEMENTS	Clerk
<p>a) Direct Debits and Standing Orders</p> <p>There were currently three direct debits in place:</p> <ul style="list-style-type: none"> • BAS Associates for the payroll which was paid quarterly • Vodafone for the office telephone paid monthly • Public Works Loan Board for the loan repayment, paid in August and February <p>It was AGREED that these remain in place. The Clerk was also asked to set up a direct debit to EON for the street light electricity.</p> <p>b) Bank Signatories</p> <p>The current bank signatories were Cllrs Jarvis, Simons, Sibley, Terry, Hillier and Paterson and the Clerk. It was AGREED that no amendments to the bank signatories be made.</p>		Clerk
17.63	COUNCILLOR VACANCY	
<p>Helen Backus had resigned as parish councillor on 4th May, the Council recorded thanks for her hard work whilst serving on the Parish Council.</p> <p>The casual vacancy had been advertised in accordance with the legislation, the deadline for electors to request an election was 24th May, after which the vacancy could be filled by co-option. Cllr Simons had put an article in the WT Times which was due out shortly.</p>		
17.64	ANNUAL ACCOUNTS 2016-17	
<p>a) The year end bank reconciliation was reviewed and accepted.</p> <p>b) The Council's asset register was reviewed and approved.</p> <p>c) The internal auditor's report was reviewed and recommendations noted.</p> <p>d) Audit of 2016-17 accounts and Annual Return</p> <p>A copy of the accounts for the financial year ending 31 March 2016 had been circulated. The Clerk reported that the internal auditor had inspected the accounts and signed the section of the Annual Return relating to internal audit.</p> <p>The Council reviewed and agreed the Governance Statements in the Annual Return.</p> <p>There being no questions or comments, the Annual Return was agreed and signed by the Chairman and Clerk. The Annual Return would now be submitted to the External Auditors and the notice of electors rights displayed.</p>		
17.65	POLICY AND RESOURCES	
<p>a) The list of payments tabled was AGREED and is attached to these minutes as appendix 2.</p> <p>b) The bank reconciliation to end of April was noted.</p>		

17.66	LED STREET LIGHT UPGRADE	Clerk
<p>The Clerk had received three quotes from contractors to upgrade 50% of the Council's street lights. The three quotes were considered and it was AGREED to accept the quote from Aylesbury Mains as it represented best value for money.</p> <p>Aylesbury Mains had provided a like for like quote which had been significantly lower than the other two companies, it had also provided a quote for a comparable light that represented further savings and it was agreed that the cheaper lights be trialled before making final decision on which lights to install.</p>		
17.67	HAMPDEN HALL PARKING RESTRICTIONS	
<p>Bucks CC had considered the responses to the consultation on parking restrictions to certain areas of Hamden Hall and had agreed to go ahead with the scheme as advertised. There had been objections to two of the locations for yellow lines but these had been over ruled as they were on bends or near junctions where cars should not be parked anyway under the Highway Code. The lines were due to be painted later that month.</p> <p>Correspondence had been received from a local resident who was unhappy and considered that the Parish and County Council had not represented him adequately.</p> <p>Ex parish councillor Helen Backus had also written to Bucks CC stating that parking was much improved within the estate following the consultation.</p> <p>Bucks CC had asked for views on whether to go ahead as advertised or redesign the scheme, this would have an additional cost and require further consultation. County Cllr Bill Chapple had confirmed that his view was that the order should go ahead as advertised as the introduction of yellow lines would prevent parking becoming an issue again in these areas.</p> <p>After discussion it was AGREED by 8 votes in favour and 1 against to respond to Bucks CC that the Parish Council's view was that the scheme go ahead as consulted.</p>		
17.68	ENVIRONMENT AND HIGHWAYS	MJ
<p>a) Cllr Paterson reported that there was still an issue with running water on the Marroway which he would take up with Transport for Bucks and at the next Wendover LAF.</p> <p>b) Two residents had offered trees that they had been growing but which would grow too big for their gardens (one oak and one chestnut). It was agreed to accept these with thanks. Cllr Terry would arrange for their planting.</p> <p>c) A resident of The Hyde had again written to the Council regarding the tree in the boundary between their property and the Village Hall. The council had responded to them in October stating that they did not believe the tree to be on their property as it was the other side of the boundary fence. The Council's view remained unchanged and Cllr Jarvis agreed to go and visit the resident to advise them of the decision in person.</p> <p>d) Residents had contacted the Council regarding HGVs travelling through the village and also on the A41 Aston Clinton Road, there were also complaints about speeding vehicles on the A41 and a request for a speed camera which had already been discussed during the open forum. The Clerk was asked to forward the emails on to Cllr Chapple for his advice.</p> <p>e) The Clerk confirmed that the order had been placed for the new MVAS ground screws but that there was an additional cost of £210 for the maps, taking the total cost for the three groundscrews to £1,029. This cost was AGREED.</p>		Clerk
		Clerk

	<p>f) Cllr Jarvis reported that the verges in Aston Clinton Road were very overgrown and the paths almost impassable in places and in need of siding out. The Parish Council had requested to take on additional areas under devolved services but the response had been that no further services would be devolved until a decision made on unitary authorities. The Clerk was asked to forward this email response to Cllr Chapple for him to take up on behalf of the Parish Council.</p>	Clerk
17.69	<p>VILLAGE HALL MANAGEMENT COMMITTEE</p> <p>a) Cllr Simons said there were no current issues to report, the accounts were with the auditor. She and the Clerk had met with two architects to request quotes to design an extension to include new changing rooms and an office and meeting room as on the development plan, a third quote would be obtained.</p> <p>b) Village fete would take place on 24th June, all arrangements were in hand and it was hoped all councillors would be able to attend.</p> <p>c) The issue with the boiler was still ongoing. A quote of £230 had been received for a new timer unit that could be accessed remotely by wifi which was accepted. The Clerk would organise this to be installed during half term. The plumber had also been in contact with Vaillant for advice on the issue with the boiler.</p> <p>d) CCTV – one camera had been broken and was in need of replacing. Following a spate of recent anti-social behaviour the PCSO for the area had suggested a further two cameras to cover either side of the hall. After discussion it was AGREED to purchase four cameras and cabling required within a budget of £250. Cllr Simons would ask the hall caretaker to install the cameras.</p>	Clerk / MS
17.70	<p>PLANNING</p> <p>a) The minutes of the meeting held on 4th May had been circulated and were noted.</p> <p>b) The Hampden Fields Consortium had provided an update on the status of the application to the Parish Council on 30th March. Since then revised materials had been uploaded to AVDC’s website and consulted on. GKA had also discussed the possibility of the Parish Council being given ownership of some of the green spaces in order to safeguard the green space between the development and existing settlement. The Parish Council reconfirmed that it would be interested in taking on responsibility for open spaces and communal areas should planning permission be granted and the commuted sum for maintenance being made available.</p>	
17.71	<p>RECREATION GROUND AND SCHOOL APPROACH</p> <p>a) Cllr Sibley said that weekly playground inspections were ongoing and that no major issues had arisen although the bin appeared to be leaning and may be in need of re-siting.</p> <p>b) The ROSPA inspection was taking place that month.</p>	
17.72	<p>NEIGHBOURHOOD PLAN</p> <p>The draft plan had been sent to AVDC and their comments had been incorporated into the plan, the screening opinion was still awaited.</p> <p>The steering group was due to meet on 1st June and would review the draft plan and supporting documents in order to progress to the pre-submission consultation.</p> <p>The proposed settlement boundary and green spaces to be designated were discussed and agreed.</p>	
17.73	<p>CORRESPONDENCE</p> <p>a) Letter from resident requesting that the Parish Council consider referendum for precept increases The Council considered the correspondence and agreed to respond that it would follow national legislation with respect to setting the precept.</p>	

	b) Request from John Colet student for sponsorship for World Challenge This request was noted but regretfully the Council did not have powers to provide a grant for this purpose.	
17.74	WEBSITE The clerk demonstrated a new style website which could be hosted at no cost by Hugo Fox. It was agreed that the new format was easy to navigate and councillors particularly liked the planning tracker feature. The Council would need to transfer the domain name to a domain host which was also capable of hosting the email system and Cllr Jarvis agreed to work with the clerk on this. There would be an annual fee for the domain name and email hosting but this was expected to be less than the current hosting costs. It was AGREED that the Council's website would be moved to the new format and the domain transferred to a new host.	Clerk / MJ
17.75	REPORTS OF CHAIRMAN AND CLERK The Chairman would be attending the Mayor Making Ceremony on 19 th May. The Clerk reported that the new slide was due to be installed on 24/25 May and the extended fencing installed in the car park during half term. She had been researching planters for the village hall car park, Cllrs Terry, Simons and Sibley would review the options and make a recommendation for the next parish council meeting in June.	
17.76	MATTERS FOR INFORMATION Cllr Hillier reported on the recent ARLA meeting, minutes had been previously circulated and the Halton Camp Community Engagement Day which he had attended. The Clerk was asked to write to ARLA for details of how many lorry movements there were per day for deliveries and how many travelling to the digester at Calvert. Another caravan had recently been dumped in the layby near the reservoir and a witness had provided details to the police.	
17.77	DATE OF NEXT MEETING The next meeting of the Parish Council would be on 15 th June 2017 at 7pm.	

Signed: _____ Date: _____ 15th June 2017

Appendix 1 – Actions List.

Ref	Action	Who	Update/Complete
16.185	Wording for memorial bench	MS	
17.62	Set up direct debit for EON	Clerk	
17.64	Submit annual return to the external auditors	Clerk	✓
17.66	Advise contractors of outcome of quotes for LED lights	Clerk	✓
17.68	Contact resident of The Hyde regarding tree	MJ	
17.68	Forward emails regarding HGVs and speeding vehicles to Cllr Chapple	Clerk	✓
17.68	Place order for stats maps and progress MVAS installation	Clerk	✓
17.68	Forward email trail regarding devolved services to Cllr Chapple	Clerk	✓
17.69	Purchase new CCTV equipment	Clerk	✓
17.74	Facilitate transfer of domain name and launch of new website	Clerk / MJ	

Appendix 2 – Payments

RECEIPTS

Date	Payment from	Detail	Ref	Total
20/04/2017	Aylesbury Vale DC	First 50% precept		£39,205.00
20/04/2017	HMRC	Refund of overpaid PAYE & NI contributions		£1,697.83
24/04/2017	Groundwork UK	NP Grant		£611.00
05/05/2017	Advertiser	WTT advertising	100345	£65.00
05/05/2017	Advertiser	WTT advertising	100346	£125.00
10/05/2017	HMRC	VAT Reclaim		£10,662.37
TOTAL				£52,366.20

PAYMENTS

Date	Payee	Detail	Cheque number	Total
10/04/2017	BAS Associates	Payroll Q1	DD	£54.00
17/04/2017	Vodafone	Office phone April	DD	£42.54
16/05/2017	Vodafone	Office phone May	DD	£42.00
18/05/2017	P Kernan Tree Surgery	Tree maintenance @ Village Hall	3478	£840.00
18/05/2017	EON	Street light electricity (Apr & May)	3479	£1,137.50
18/05/2017	Mrs S Copley	April Salary	3480	£657.98
18/05/2017	HM Revenue & Customs	April PAYE & NI	3481	£246.88
18/05/2017	Mr M Bean	WTT website hosting fee	3482	£32.45
18/05/2017	Serco	WTT printing (Feb issue)	3483	£871.20
18/05/2017	Jennifer Lampert Assoc	NP consultancy	3484	£1,200.00
18/05/2017	Bucks CC	April pension contribution	3485	£201.03
18/05/2017	Roger Haines	Village tidying March	3486	£275.00
18/05/2017	IAC Audit & Consultancy	Internal audit fee	3487	£420.00
18/05/2017	WT Youth Café	50% of 2017-18 grant	3488	£750.00
18/05/2017	BALC	Training course - digital engagement (Clerk)	3498	£57.90
18/05/2017	BALC	Training course - village greens (Clerk)	3498	£68.32
18/05/2017	BALC	Subscription 2017/18	3490	£548.56
18/05/2017	AVALC	Subscription 2017/18	3491	£20.00
18/05/2017	Roger Haines	Village tidying April	3492	£388.50
18/05/2017	Mrs S Copley	May salary	3493	£1,227.18
18/05/2017	HM Revenue & Customs	May PAYE & NI	3494	£337.05
18/05/2017	Bucks CC	May pension contribution	3495	£339.29
18/05/2017	Cllr C Terry	reimbursement of refreshments for APM	3496	£141.19
18/05/2017	Mrs S Copley	reimbursement - printer toner, bolts for MVAS, stamps	3497	£326.76
TOTAL				£10,225.33