



Minutes of the meeting of Weston Turville Parish Council held on 25th February 2016 at the Village Hall, School Approach, Weston Turville.

PRESENT:

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

Clerk: Sarah Copley

One member of public

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| <p>16.22 APOLOGIES AND ANNOUNCEMENTS</p> <p>Apologies were received from Cllr M Jarvis. Vice Chairman, Cllr Simons, chaired the meeting in his absence.</p> | |
| <p>16.23 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p> | |
| <p>16.24 OPEN FORUM FOR PARISHIONERS</p> <p>No matters raised.</p> | |
| <p>16.25 MINUTES OF PREVIOUS MEETINGS</p> <p>a) The minutes of the meeting held on 21st January were unanimously agreed as a correct record and duly signed. (Proposed by JP, seconded by HB)</p> <p>b) The actions list was reviewed and completed actions noted.</p> <ul style="list-style-type: none"> • 780 – Cllr Terry had notified the locations for the trees to be planted on highways ground to the Clerk, awaiting decision from TFB. • 781 – the Clerk recommended that the Council do not set up online access to their accounts due to concerns about the level of security offered. It was AGREED not to apply for online access at this time. • 16.5 The Internal Audit for 2015/16 accounts was scheduled for 7th June. • 16.5 The quotes for electrical works had been reviewed by the MJ, MS and the Clerk and the quote of £2,353.54 from E Sharp Electrical accepted. The work would be carried out during the school holidays. • 16.8 A meeting with the headteacher of the school had been requested in order to progress the access licence for School Approach, awaiting response. • 16.11 Costs for additional ground screws were discussed and it was agreed that rather than install ground screws, additional different sized lamp post fixings would be more useful as they offered more flexibility in where the MVAS could be sited. The Clerk would obtain prices. • 16.11 Orders had been placed for the new litter bins and to install the dog bin at Walton Place. AVDC had been advised that the old dog bin could not be re-used as it was not compatible with the posts they now use and that a new bin would have to be purchased. Total cost to supply and install the bin and post would be £308.21 plus VAT. It was AGREED to purchase a new bin for Walton Place. | <p>Clerk</p> <p>Clerk</p> |
| <p>16.26 FINANCE</p> <p>a) The list of payments tabled was AGREED and is attached to these minutes as appendix 1.</p> | |

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| <p>b) The finance report and bank reconciliation were noted.</p> <p>c) Quote to clean out the gulleys in School Approach – two quotes had been obtained and were discussed. It was AGREED to accept the quote of £450 from Sandy Plumbing.</p> | Clerk |
| <p>16.27 VILLAGE HALL AND RECREATION COMMITTEE</p> <p>a) Cllr Simons reported that the Management Committee had received quotations from three window firms to replace the doors and windows in the hall and had agreed on the quote from Premier Windows. The Management Committee would be funding this work which would be scheduled for the school holidays.</p> <p>b) As the Council had previously agreed to replace the windows in the changing rooms which were rotting and did not allow adequate ventilation to the rooms, the three window companies had also been asked to quote for the changing windows. The quotes were considered and it was agreed that the quote of £1,125 from Premier Windows be accepted.</p> <p>c) Purchase of storage for parish council records: currently all the files retrieved from the former clerk’s office were in storage boxes. The Vice Chairman and Clerk had begun sorting through the records but storage was needed to ensure the files were accessible. Topsy Turvy had offered one of their unused cupboards and a 4 drawer filing cabinet at a cost of £40 but a further storage would be needed. This was AGREED. Cllr Sibley said there may be some available from a local company who were replacing their furniture and she would look into this.</p> <p>d) Village Fete 2016 – the date of the village fete would be 18th June, 1pm-5pm. There would be a dog show, children’s activities and craft stalls. Volunteers were needed to help on the day, particularly for the Neighbourhood Plan stand.</p> | |
| <p>16.28 RECREATION GROUND</p> <p>a) Playground</p> <p>The clerk had obtained quotations to extend the fencing around entire playground and these quotes were discussed. It was AGREED to ask the suppliers to provide a sample of the fencing in order to compare quality as the quotes had varied enormously.</p> <p>Quotes for additional grass mats had also been obtained from two suppliers. The Clerk suggested that an independent post installation inspection be carried out by ROSPA to clarify whether there were any issues with the installation that should be rectified by the supplier and whether any other pieces of equipment required grass matting before an order for this is placed. The cost of the survey was £395. This was AGREED.</p> <p>b) Playground Inspections</p> <p>Cllr Sibley reported that the weekly inspections showed no major issues with the equipment. The latch on one of the gates had been replaced by Cllr Treacher as it was broken and there had been broken glass by one of the pieces of equipment which Cllr Sibley had removed.</p> <p>c) Grass Cutting</p> <p>The quotes received for grass cutting were discussed and it was agreed to continue using the current contractor, Goldleaf, who it was considered provided best value for money.</p> <p>The football club had requested that the grass cutting commence as soon as possible as the grass was already getting quite long. It was agreed to ask Goldleaf</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| <p>to cut the grass before 6th March when the next match was scheduled to be played there.</p> <p>d) Other issues</p> <p>The ground behind the barrier to the field had been left very uneven and soft following the works to the car park and footpath which meant that it was not suitable to be driven over. The Chairman was taking this up with the contractor to rectify the situation but Cllr Simons suggested that the Council consider putting down some matting in the future to make the area more suitable for being driven over, this was AGREED. Quotes to be obtained.</p> | |
| <p>16.29 ANTI SOCIAL BEHAVIOUR IN THE VILLAGE</p> <p>The Council discussed the recent spate of crime and antisocial behaviour in the village, several sheds had been broken into, car number plates stolen and eggs thrown at cars. Cllr Simons had spoken to the local neighbourhood police officer who had advised it was not limited to Weston Turville but also neighbouring parishes. The Police had issued information on shed security which the Clerk would put on the website. Cllr Terry reported that the allotment gates were now being kept locked.</p> <p>Cllr Backus reported that there had been an issue reported to the police by residents near Hampden Hall that youths were building a den and causing a disturbance in the orchard. Police had attended and advised the children to be considerate of local residents.</p> | |
| <p>16.30 ENVIRONMENT AND HIGHWAYS</p> <p>a) The Chairman and Clerk had met with the Local Area Technician and shown him various issues with roads and footways in the parish. He had advised that:</p> <ul style="list-style-type: none"> • Marroway Flooding – the drains would be inspected and cleared to try to alleviate the problem • Roundabout at New Road/Main St – on the list of works for the new financial year • Footway on Marroway – siding out would be carried out as the path was very overgrown • Footway on Wendover Road – is inspected monthly but no work scheduled currently • Footway between Weston Turville and Aston Clinton – spot repairs would be carried out in the new financial year <p>b) Other issues raised</p> <ul style="list-style-type: none"> • The bus shelter in Marroway was looking extremely dilapidated. It was agreed to look into providing a replacement bus shelter, Clerk would add to the agenda for the March meeting. • A resident of Worlds End Lane had written to the Councils asking if anything could be done about the road vibrations caused by speeding traffic. They said speed of buses was a particular concerns and that the road surface was showing signs of wear. It was agreed to write to the bus company asking them to look into the issue of speeding buses and report the condition of the road surface to Transport for Bucks. • The MVAS was still in use within the Parish, Cllr Simons would produce a report from the data recorded by the MVAS to demonstrate where speeding was an issue. <p>c) On street parking in Anstey Brook – Cllr Simons reported that the situation was much improved following the Chairman’s meeting with the business owner.</p> | <p>Clerk</p> <p>Clerk</p> <p>MS</p> |

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| <p>d) Parking Restrictions for Hampden Hall Cllr Backus reported that the consultation and traffic monitoring had been completed and that feedback from both were awaited. The Localities Manager at BCC had confirmed that the parking restrictions would be progressed in the new financial year and was included in the budget for the Wendover LAF.</p> | |
| <p>16.31 BROOKSIDE AMENITY AREA</p> <p>The Chairman had spoken to the neighbouring residents to advise that the extent of the area that the Council were responsible for, namely the footpath only.</p> | |
| <p>16.32 POLICY AND RESOURCES COMMITTEE</p> <p>a) Pension Scheme for Parish Council Employees</p> <p>The Clerk's contract made provision for a pension to be provided once the probation period had ended. The Chairman and Vice Chairman of the Council had reviewed the options available to the Council and recommended that the Council use the Local Government Pension Scheme for their qualifying employees. Although it was not the cheapest option available, it provided the best scheme for employees. After discussion it was proposed by Cllr Paterson, seconded by Cllr Conolly and unanimously AGREED that the Council use the LGPS as its pension scheme.</p> <p>b) Financial Regulations</p> <p>NALC had recently issued revised Financial Regulations to reflect the changes in law with regard to public authority tenders. The Clerk went through the revisions to the regulations and it was unanimously AGREED to adopt them. Standing order 18c referred to the limit for tenders and would also be amended in line with the new regulations.</p> | |
| <p>16.33 PLANNING COMMITTEE</p> <p>a) The minutes of the committee meeting held on 4th February were noted. The Committee had raised an objection to application 16/00061/APP as there was no information relating to hours of operation, waste disposal and number of employees. The applicant had provided additional information and AVDC had asked whether the Council wished to uphold its objection. After discussion it was agreed to withdraw the objection.</p> <p>b) It was agreed to approve the Terms of Reference for the committee. The Committee members were confirmed as Cllrs Hillier, Simons, Treacher, Munday, Conolly and Paterson although all councillors were welcome to attend the meetings.</p> <p><i>Cllr Backus left the room for the next two items.</i></p> <p>c) Application 16/00301/APP – County Hall, Wendover Road, Weston Turville This application was considered and it was AGREED to raise no objections subject to Highways being satisfied that the position of the entrance to the site being so close to the Hampden Hall roundabout posed no safety risks for users of the highway.</p> <p>d) Application 16/00424/OP – “Hampden Fields”. The application had now been submitted to AVDC and a printed copy of the application supplied to the Parish Council. The Clerk had obtained an extension to the deadline for responding until 25th March. It was agreed that the Planning Committee would discuss the application at its meeting on 3rd March in order to draft a recommended response which would be</p> | |

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| | <p>ratified by the full Council at its meeting on 24th March. The Clerk was asked to invite the developers to make a presentation to the Committee.</p> <p>Cllr Paterson agreed to review the transport assessment and Cllr Conolly the Design and Access Statement.</p> <p><i>Cllr Backus returned to the meeting.</i></p> | |
| 16.34 | <p>NEIGHBOURHOOD PLAN</p> <p>a) Cllr Simons provided an update on the recent workshops held with Jennifer Lampert and Sue Jobbins, the planning consultants engaged to assist with the neighbourhood plan. The steering group now had a project plan to work to and a Consultation and Engagement Strategy report had been drafted.</p> <p>b) Open days were planned for 21st April (4pm-7pm) immediately prior to the Annual Parish Meeting, 23rd April at the PACE centre and a stand at the Village Fete on 18th June.</p> | |
| 16.35 | <p>ANNUAL PARISH MEETING</p> <p>The Annual Parish Meeting would take place on 21st April and it was agreed to use a similar format to previous years. A budget of £250 for cheese and wine was AGREED and Cllr Terry offered to arrange this.</p> | CT |
| 16.36 | <p>CORRESPONDENCE</p> <p>The Clerk reported on the following correspondence:</p> <ul style="list-style-type: none"> • Invitation to comment on the proposed listing of the War Memorial in School Lane. Cllrs were pleased to see that the War Memorial was being considered for listed status. • Notice from AVDC that the Chequers pub had been listed as an asset of community value but that the application to list the Chandos had been refused. Both applications had been submitted by CAMRA. • Email from a local resident asking whether any action had been taken by HFAG to repay the money that the Parish Council paid to settle the final invoice from the lawyers for the Hampden Fields appeal. The Clerk would respond to the resident to advise that the new HFAG had not been in contact with the Council regarding this matter and that the invoice had been settled under s137. | |
| 16.37 | <p>REPORTS OF CHAIRMAN AND CLERK</p> <p>There were no matters raised under this item.</p> | |
| 16.38 | <p>COUNCILLORS' REPORT AND QUESTIONS</p> <p>Cllr Paterson said that it had been noticed that cars were being parked in the Village Hall car park overnight. The situation would be monitored.</p> <p>There was an issue with cars being parked on grass verges which were becoming damaged, particularly in School Approach and near the shops. The provision of boulders or posts to prevent this was discussed and would be considered at a future meeting.</p> | |
| 16.39 | <p>ANY OTHER MATTERS (FOR INFORMATION)</p> <p>No matters were raised under this item.</p> | |
| 16.40 | <p>DATE OF NEXT MEETING</p> <p>The next meeting would be on Thursday 24th March 2016 at 7pm.</p> | |

Signed: _____ M. Jarvis _____ Date: _____ 24th March 2016 _____

Appendix 1 – Payments

| Date | Payee | Detail | Cheque number | Total |
|------------|--|---|---------------|------------------|
| 15/02/2016 | Vodafone | Office phone (1 Jan - 21 Feb) | DD | £70.89 |
| 22/02/2016 | Public Works Loan Board | loan repayment | DD | £1,786.37 |
| 25/02/2016 | Shaping Communities Ltd | Neighbourhood Plan grant application advice | 3299 | £138.70 |
| 25/02/2016 | Mr R Haines | Village tidying Jan 2016 | 3300 | £200.50 |
| 25/02/2016 | EON UK | streetlight electricity | 3301 | £615.65 |
| 25/02/2016 | E Sharp Electrical Ltd | Street light repairs | 3302 | £196.52 |
| 25/02/2016 | Cheque cancelled - written out incorrectly | | 3303 | £0.00 |
| 25/02/2016 | Jennifer Lampert Assoc Ltd | Preparation and delivery of two NP workshops | 3304 | £780.48 |
| 25/02/2016 | Shaping Communities Ltd | Neighbourhood plan consultancy (Consultation Strategy) | 3305 | £832.80 |
| 25/02/2016 | Mrs S Copley | Cost claim - printer toner cartridges | 3306 | £224.96 |
| 25/02/2016 | Cllr M Simons | Cost Reclaim - filing cupboards for archives | 3307 | £40.00 |
| 25/02/2016 | BALC | Risk assessment training - Clerk & Cllr Sibley | 3308 | £95.08 |
| 25/02/2016 | Mrs Sarah Copley | Cost claim - hall hire and refreshments for 2x NP workshops | 3309 | £145.05 |
| 25/02/2016 | HM Revenue & Customs | PAYE & NI -February | 3310 | £244.29 |
| 25/02/2016 | Mrs Sarah Copley | February salary | 3311 | £701.73 |
| 16/03/2016 | Vodafone | Office phone (22 Feb - 21 Mar) | DD | £42.00 |
| | | | TOTAL | £6,115.02 |

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 | Ongoing |
| 780 | Obtain permission from TFB for trees to be planted on verges | CT/Clerk | ✓ |
| 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 | 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 from tree surgeon for tree works | Clerk | |
| 16.25 | Quote for lamp post fixings for the MVAS | Clerk | ✓ |
| 16.25 | Order new dog waste bin for Walton Place | Clerk | ✓ |
| 16.26 | Place order for gulley clearing | Clerk | ✓ |
| 16.28 | Request fencing samples from suppliers who quoted | Clerk | ✓ |
| 16.28 | Book ROSPA post installation inspection | Clerk | ✓ |
| 16.28 | Contact Goldleaf re grass cutting | Clerk | ✓ |
| 16.30 | Write to Arriva Buses and TFB regarding issues in Worlds End Lane | Clerk | ✓ |
| 16.30 | Produce report on MVAS data | MS | |
| 16.32 | Contact Bucks CC to enter into LGPS | Clerk | ✓ |
| 16.35 | Purchase refreshments for Annual Parish Meeting | CT | |