

Minutes of the Meeting of Weston Turville Parish Council held on 21st September 2023 at Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, R Blackmore, M Collins, L Cook, G Fincham (Chair), E Martinez, C Terry and M Watson

Clerk: Mrs Sarah Copley

Fourteen members of public

<p>OPEN FORUM FOR PARISHIONERS</p> <p>Three residents spoke regarding the Council's proposal to designate the Glebe Field as a local nature reserve. They were all broadly in support but had concerns re access from The Glebe. They thanked Cllr Cook for meeting with local residents to discuss concerns and explain about the project.</p>	
<p>23.127 APOLOGIES AND ANNOUNCEMENTS</p> <p>Apologies were received from Cllrs Collins and Jarvis.</p>	
<p>23.128 DECLARATIONS OF INTEREST</p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
<p>23.129 PRESENTATION FROM DAVID JONES, BUCKINGHAMSHIRE COUNCIL</p> <p>Wendover Library had been run as a community library for the last 10 years. They were looking to extend the building in order for the library to become a community hub to offer more space and facilities for local residents. They were currently exploring funding sources for this and although did not expect a decision that day, would send further information in order for the Council to consider a contribution at a future meeting.</p>	
<p>23.130 MINUTES OF PREVIOUS MEETING</p> <p>It was RESOLVED to accept the minutes of the meeting held on 20th July 2023 as a true record and the minutes were duly signed by the Chair.</p>	
<p>23.131 THE GLEBE FIELD</p> <p>a) Cllr Cook provided an update following meetings with conservation groups and local residents over the summer. Following the update, the following was AGREED:</p> <ul style="list-style-type: none"> • To accept the recommendation that access was not required via the gateway off The Glebe for the planned maintenance and management of the land and therefore the vegetation would not be removed. • Cllr Cook and the Clerk would liaise with Natural England and Buckinghamshire Council regarding the potential registration of the land as a local nature reserve • Volunteers from the Chiltern Society would create maintenance paths on the site to allow the land to be surveyed. • The Clerk would obtain quotes for a bat and bird survey to be carried out next summer. <p>b) It was AGREED to accept the quote from Chiltern Rangers of £800 plus VAT to provide two rangers to assist with the improvements to the right of way.</p> <p>c) Feedback from the initial stage of the consultation process had been successful in deeming how residents feel overall. Feedback on the proposal for a nature</p>	Clerk

<p>reserve had generally been positive and concerns raised had been addressed fully with local residents.</p> <p>There was a formal process to be followed to register the land as a local nature reserve. The first stage would be for Natural England to carry out site visits to establish whether or not the land is suitable for designation as a local nature reserve. If it was considered suitable then plans would be drawn up to enable consultation with local residents and other stakeholders.</p> <p>The Council recorded thanks to Cllr Cook for her work on this project.</p>	
<p>23.132 PROJECTS</p> <p>a) Trees at the recreation ground Cllr Blackmore reported on quotes she had obtained to purchase trees to be planted at the recreation ground. It was AGREED to purchase eight trees from Ashridge and to ask the Chiltern Society in the first instance if they could provide volunteers for planting, if not a quote would be sought for this.</p> <p>b) Café at the Hall Cllrs Fincham and Terry and the Clerk had met with the architect and potential café operator to discuss the possibility of converting the unused changing rooms into a café. The architect would be drawing up plans for the Council to consider at the October meeting. Planning permission would be sought from Bucks Council and the work to convert the changing rooms would then go out to tender. The Clerk had confirmed with Bucks Council that s106 funds could be used for this project and would submit the application once initial costs received.</p> <p>c) Path Surfaces The Clerk had received advice from a contractor that the clay to gravel content of bound gravel could be improved by spreading 25mm of sharp gravel and rolling it into the surface, however advice from another contractor was that without improvements to the field drainage any path surface would not last as it should. It was agreed to seek the advice and a quote from a land drainage expert before making any changes to the path surface.</p> <p>d) Land registration Parrott and Coales solicitors had been handling the registration of the recreation ground with the Land Registry. They are now closing down and the solicitor handling the parish council file had offered the Council the opportunity to move to Kidd Rapinet where he could continue with the matter or the Council can instruct another firm. It was AGREED to move to Kidd Rapinet.</p>	<p>Clerk / RB</p> <p>Clerk</p> <p>Clerk</p>
<p>23.133 THE PADDOCKS</p> <p>Under the terms of the s106 agreement for this development the amenity land would be passed to the Parish Council to maintain. The developer had advised they were now in a position to complete the transfer but at a site meeting this afternoon, Bucks Council did not sign off that the developer had met all the s106 obligations. This is now unlikely to be transferred over until next year.</p>	
<p>23.134 EVENTS</p> <p>a) Parish Litter Pick would take place on Saturday 23rd September at 10am. Cllr Watson would oversee the event along with the Clerk.</p> <p>b) Remembrance Sunday Service on 12th November – Cllr Watson would be meeting with the vicar the following week regarding timings and arrangements. The war memorial had been weeded and tidied up the previous week.</p> <p>c) Christmas Carols on 9th December – Cllrs Dawkins and Terry would meet to start planning the event, along with the pianist. The assistant clerk would provide support for the event planning.</p>	<p>MW</p> <p>MW</p> <p>SD/CT</p>

<p>23.135 POLICY AND RESOURCES</p> <p>a) The list of payments totalling £22,315.01 was approved.</p> <p>b) The external audit was now complete with no issues raised, the report had been posted on the website.</p> <p>c) The insurance renewal cost would be £4800.96. It was noted that this was year 3 of the 3 year long term agreement.</p> <p>d) Website – the Council’s website was hosted by Hugo Fox who are no longer providing a free hosting service and would be charging from October. After discussion it was AGREED to subscribe to the silver package at a cost of £19.99 per month.</p> <p>e) The minutes of the Policy and Resources Committee were noted and it was agreed to accept the recommendations of the Committee as follows:</p> <ul style="list-style-type: none"> • That the committee be renamed “Finance, Governance and Staffing Committee” and revised Terms of Reference adopted to include staffing matters now that there are two members of staff • That the Risk Management Policy be adopted. • To accept the recommended revisions to the following policies: <ul style="list-style-type: none"> ○ Removable Media Policy (no revisions) ○ Vexatious Complaints Policy ○ Complaints Procedure (updated with Cllr Fincham’s contact details) • To accept the updated Parish Council Action Plan and Weston Turville Emergency Plan. Cllr Blackmore would be added to the telephone tree and one further person required. • To adopt the draft Councillor Information Pack 	Clerk
<p>23.136 GRANTS</p> <p>The following grant applications were considered and it was agreed:</p> <p>a) To award CAWT a grant of £384 to be paid in 2024-25 financial year.</p> <p>b) To award Lindengate a grant of £500.</p>	
<p>23.137 RECREATION GROUND AND SCHOOL APPROACH</p> <p>a) A request had been received from a local resident that the Council consider installing additional benches in the far field as it was too far for older or less mobile people to walk without a rest. After discussion it was agreed in principle but as this area of the field was particularly prone to flooding the benches would not be installed until the drainage advice received.</p> <p>b) Bollards – some people had been seen parking or driving onto the slabs in front of the office which is damaging them. In order to protect the area – which will include the Christmas tree when it is in situ the Council consider installing collapsible bollards. It was AGREED accept the quote from Bollard Security to install 4 bollards.</p> <p>c) Ash Trees – as recommended and agreed following the tree inspection carried out last year, the arborist returned to assess the condition of the ash trees on the Council’s land. His report concluded that all were in good condition although one had a dead branch that needed removing. It was AGREED to accept the quote of £65 to remove this from JW Services.</p>	Clerk
<p>23.138 PLANNING</p> <p>a) Relocation of Apiary – the Chairman, Clerk, Cllr Collins had met with the MBBKA and Taylor Wimpey to discuss options for relocating the apiary as it could not remain in its current site off Wendover Road. Taylor Wimpey had proposed a site off Marroway.</p>	

Actions List

Ref	Action	Who	Update / Complete
22.45	Registration of village hall and playing field	Clerk	With Land Registry
23.5	Investigate options for village map	Clerk	
23.6	Request third phase electric to be made live	Clerk	Awaiting response from Scottish Power
23.100	Submit application for LCAS Foundation Award	Clerk	✓
23.102b	Quotes for table tennis table and surfacing	Clerk	✓
23.119	Contact Wendover Community Board re grant for white gates	Clerk	✓
23.131	Quotes for bat and bird survey	Clerk	
23.132a	Order trees for recreation ground	Clerk / RB	✓
23.132c	Contact land drainage company for advice/quotes	Clerk	✓
23.132d	Move title registration file to new solicitors	Clerk	✓
23.134b	Remembrance Sunday service	MW / Clerk	✓
23.134c	Christmas Carols planning	SD / CT / Asst Clerk	✓
23.135d	Set up website hosting arrangement	Clerk	✓
23.136	Notify groups regarding grant decisions	Clerk	✓
23.137b	Place order for bollards	Clerk	✓
23.138b	Submit street names for Westonmead Farm development	Clerk	✓
23.183c	Arrange extra Parish Council meeting for 12 th October	Clerk	✓

Appendix 1 – Payments

Date	Who	Detail	Ref	Net	Vat	Total
02/08/2023	Cloudy IT	Office 365 licences and support	DD	£63.60	£12.72	£76.32
11/08/2023	Cloudy IT	New additional licence	DD	£9.40	£1.88	£11.28
17/08/2023	DRAX	Street light electricity July	DD	£38.08	£1.90	£39.98
17/08/2023	DRAX	Street light electricity July	DD	£358.71	£71.74	£430.45
22/08/2023	Public Works Loans Board	Loan repayment	DD	£1,786.37		£1,786.37
22/08/2023	Glasdon UK Ltd	Two benches (outside shops)	Electronic	£1,170.00	£234.00	£1,404.00
22/08/2023	lengthsman	Village tidying July	Electronic	£422.00		£422.00
22/08/2023	C Putnam & Sons	White lining car park (Min ref 22-125)	Electronic	£1,545.00	£309.00	£1,854.00
22/08/2023	Buxton Press Ltd	Print Autumn WT Times	Electronic	£984.63		£984.63
22/08/2023	Payroll	staff salaries August	Electronic	£2,057.47		£2,057.47
22/08/2023	HMRC	PAYE & NI August	Electronic	£531.53		£531.53
22/08/2023	Bucks Council Pensions	Pension August	Electronic	£561.08		£561.08
22/08/2023	Clerk	Cost claim - stationery and cleaning materials	Electronic	£111.03	£14.12	£125.15
24/08/2023	5G Communications	Landline and broadband plus WIFI booster	DD	£195.29	£39.06	£234.35
02/09/2023	Cloudy IT	Office 365 licences and support	DD	£73.00	£14.60	£87.60
20/09/2023	5G Communications	Landline and broadband	DD	£59.36	£11.87	£71.23
19/09/2023	DRAX	Streetlight electricity August	DD	£358.71	£71.74	£430.45
19/09/2023	DRAX	Streetlight electricity August	DD	£38.08	£1.90	£39.98
21/09/2023	Premier Windows	Repair door to refs room	Electronic	£161.67	£32.33	£194.00
21/09/2023	Gallagher Insurance	Insurance renewal	Electronic	£4,800.96		£4,800.96
21/09/2023	BMKALC	Civility & Respect Training course - L Cook	Electronic	£70.00		£70.00
21/09/2023	PKF Littlejohn	External audit fee	Electronic	£630.00	£126.00	£756.00
21/09/2023	JW Mowing Services	Install new benches and re-set 2 bollards	Electronic	£260.00		£260.00
21/09/2023	Lengthsman	Village tidying August	Electronic	£430.00		£430.00
21/09/2023	Patrick Stileman Ltd	Ash tree inspection	Electronic	£250.00	£50.00	£300.00
21/09/2023	NALC	Local Council Award Scheme registration fee	Electronic	£50.00	£10.00	£60.00
21/09/2023	Clerk	Cost claim - sunflower comp prize	Electronic	£40.00		£40.00
21/09/2023	E Sharp Electrical	Installation of emergency lighting (23-116f)	Electronic	£665.80	£133.16	£798.96
21/09/2023	Payroll	staff salaries September	Electronic	£2,597.11		£2,597.11
21/09/2023	HMRC	PAYE & NI September	Electronic	£299.01		£299.01
21/09/2023	Bucks Council Pensions	Pension September	Electronic	£561.08		£561.08
TOTAL				£21,178.97	£1,136.04	£22,315.01

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.

- **Assistant Clerk** – Francesca Beato took up the post in August and is settling in well. Fran is now the first point of contact for village hall bookings and maintenance.
- **Devolved Services** – Bucks Council hosted a working group meeting with some parish clerks to discuss issues with the current contract and future provision of devolved services. They are unable to provide any clarity on what funding is available yet and are unlikely to do so before parish council budgets are set. This will need to be considered during the budgeting process.
- **MVAS Socket** – we have been unable to remove the cover off the MVAS socket in Worlds End Lane, a **quote of £30** has been obtained to drill out the screws in order for this socket to be used.
- **Marroway Footpath** – The Local Area Technician is aware of the condition of this path and how overgrown it is and is raising a job to get the path sided out. He has also written to the adjacent landowner requesting them to cut back the hedging which has overtaken some of the path and made it impassable. We do not have a timescale for the works yet.

Property Damage

- **Door to referee room** – there was some damage to the lower panel on this door, the cost of £194 to replace the panel was authorised by the Chair on 15th August and repair subsequently carried out.
- **Two seat swing** – this swing has been damaged for a second time, Kompan have agreed to replace at no charge although they believe it is due to misuse rather than the equipment failing.
- **Picnic Bench** – on 11th September some youths set fire to one of the recently installed picnic benches near the tennis courts. Fire brigade attended and have reported to the police as arson. The crime reference number is DP-29110-23-4343-00. The youths involved were seen on CCTV but unfortunately their faces are not clear but images have been passed to Thames Valley Police.

The costs for this are:

£187.64 plus VAT for the replacement slats

£45 labour charge to remove the damaged slats and fit the replacements

Total: £232.64

- **ANPR Camera** - the ANPR camera had been knocked which caused it to drop so was not filming the right area. UK Security Group attended and managed to get it back into position but the cogs that hold it are damaged so this is likely to need replacing at some point if they fail or the camera knocked again.
- **Railings in School Approach** – a car has hit and damaged one section of railing in School Approach. The registration number was given to police however it does not seem to be registered on their database. They are unable to assist any further as School Approach is a private road and not part of the highway. A **quote of £45** to reattach the railing has been obtained.

Meetings/Training Attended:

- Met with the new headteacher at Weston Turville School with Cllr Fincham
- Wendover and Villages Clerks Forum
- Town and Parish Councils devolution meeting hosted by Buckinghamshire Council
- Meeting with Hampden Fields and Mid Bucks Beekeeper
- Bucks Council training on LGPS Employer responsibilities