



Minutes of the Annual Meeting of Weston Turville Parish Council held on 16th June 2016 at the Village Hall, School Approach, Weston Turville.

PRESENT:

Cllrs: M Jarvis, M Simons, D Hillier, J Paterson, D Sibley
 District Cllr Carole Paternoster
 Clerk: Sarah Copley

16.97	APOLOGIES AND ANNOUNCEMENTS Apologies were received from Cllrs Backus, Conolly, Terry and Treacher.	
16.98	DECLARATIONS OF INTEREST There were no declarations of interest made and no requests for dispensation.	
16.99	OPEN FORUM FOR PARISHIONERS No matters raised under this item.	
16.100	MINUTES OF PREVIOUS MEETINGS a) The minutes of the meeting held on 19 th May were unanimously agreed as a correct record and duly signed. b) The actions list was reviewed and completed actions noted. 16.89 The Clerk confirmed that the MVAS data for Worlds End Lane had been passed to Wendover Police. Cllr Jarvis would contact Arriva regarding speed of buses in that road following recent complaints.	MJ
16.101	VACANCY FOR PARISH COUNCILLOR The casual vacancy had been advertised for co-option, there had been no expressions of interest to date.	
16.102	POLICY AND RESOURCES a) The list of payments tabled was AGREED and is attached to these minutes as appendix 1. b) The bank reconciliation to end of May and finance report were noted. c) Staples Advantage Account – BALC had negotiated discounts with Staples for Parish Councils, but in order to take advantage of the discounted rates, councils were required to open a Staples Advantage Account. After discussion it was agreed to open an account in order to access the discounted rates. d) Clerk's Salary – It was noted that the National Joint Council pay scales had been increased by 1% to be backdated to 1 st April 2016 with a further increase of 1% from 1 st April 2017. The Clerk's contract was based on NJC rates and it was unanimously AGREED that the salary increase be implemented. e) Grant request from Lindengate – the Clerk reported that Lindengate charity based at Worlds End garden centre had applied for a grant of £1500 to help cover their running costs. After discussion it was agreed that, although the Council were keen to support the Charity, as only one resident of the parish used the service the grant did not meet the criteria under s137.	Clerk Clerk Clerk

<p>16.103 AUDIT OF 2015-16 ACCOUNTS AND ANNUAL RETURN</p> <p>a) The year end bank reconciliation was reviewed and accepted.</p> <p>b) The Council’s asset register was reviewed and accepted.</p> <p>c) The internal auditor’s report was reviewed and recommendations noted.</p> <p>d) Audit of 2015-16 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> <p>Cllr Simons asked that thanks be recorded to the Clerk for her work on the finances over the last year.</p>	<p>Clerk</p>
<p>16.104 VALE OF AYLESBURY LOCAL PLAN</p> <p>AVDC had published its draft Vale of Aylesbury Plan which was available on their website. The plan would be subject to public consultation from 7th July to 5th September and a number of consultation events were planned, including Friars Square on 14th July and 5th August and St Anne’s Hall, Wendover on 4th August.</p> <p>Cllr Jarvis expressed concerns that the a large part of the growth of Aylesbury was actually within the parish of Weston Turville and that the statement that Weston Turville was not expected to take any additional housing was misleading as that statement only applied to the village. He also asked District Cllr Paternoster for clarification that any s106 funds from developments would be used for the benefit of the parish of Weston Turville parish and not Aylesbury and that there were no plans to change the parish boundary.</p> <p>It was AGREED that the Council write to Peter Williams for assurances on this matter.</p> <p>Cllr Paternoster reported that the Woodlands development was still being assessed for suitability for development by the Environment Agency in relation to flooding.</p> <p>Cllr Simons said that HFAG had organised a public meeting for 30th June in the Village Hall regarding the Vale of Aylesbury Local Plan.</p>	<p>Clerk</p>
<p>16.105 VILLAGE HALL MANAGEMENT COMMITTEE</p> <p>a) Cllr Simons reported that the lights in the hall had now been upgraded to LEDs and were a vast improvement on the old lights. Redecoration of the hall was planned for the summer holidays and new windows would be installed week commencing 18th July.</p> <p>b) The village fete was due to take place on 18th June, all arrangements were in hand. As it had not been possible to get the protective matting installed by the entrance to the field before the fete, Cllr Simons had arranged the hire of temporary roadway matting to make access to the field easier. She asked that the Parish Council consider funding 50% of the cost with the fete committee funding the other 50%. This was unanimously agreed and a cheque would be raised for £90 to reimburse Cllr Simons who had paid the hire fee already.(Cheque no 3363)</p> <p>Cllr Jarvis thanked the fete committee for their hard work.</p>	
<p>16.106 ENVIRONMENT AND HIGHWAYS</p> <p>a) Cllr Jarvis had met with County Cllr Bill Chapple and representatives from Transport for Bucks to discuss speeding issues and improvements to the traffic light phasing</p>	

	<p>on the A41. Amendments to the phasing were planned over the summer subject to funding being agreed with ARLA.</p> <p>Transport for Bucks fee for a seven day speed survey was £380+VAT. It was unanimously AGREED to fund a speed survey for Worlds End Lane, the Clerk would arrange this and ensure it was not carried out during school holidays.</p> <p>b) Planting around the parish – it was unanimously AGREED to set a budget of £200 for trees and bulbs. A request from a resident for replacement Rowan tree for Walton Place had been received and it was agreed that this would be provided within the budget set.</p> <p>c) The Clerk had reported the overgrown grass along A41 and overhanging trees on Main Street and Marroway to Transport for Bucks.</p> <p>d) Marroway flooding – Cllr Paterson provided photos of the flooding and damaged road surface along Marroway. Cllr Paternoster had suggested that he raise this at the next Wendover LAF, the Clerk would forward the photos on to the LAF. Cllr Paterson reported that the new LED light in Marroway was excellent.</p>	<p>Clerk</p> <p>MS/ CT/DS</p> <p>Clerk</p>
16.107	<p>STREET FURNITURE</p> <p>a) The Clerk reported on feedback from parishioners on locations for dog and litter bins. After discussion it was AGREED to provide new bins in the following locations: Litter bins: post mounted bin at the bus stop at the top of Marroway Dog Bins: Near the War Memorial Near the junction of Worlds End Lane and Church Lane Village Hall car park</p> <p>It was further agreed to relocate the one in Brookside nearer the footpaths. It was noted consultation with local residents would need to be carried out.</p> <p>b) There had been no feedback received on the type of bus shelter to replace the wooden one on Marroway. After discussion it was agreed to replace with the same shelter as the one in Worlds End Lane for cohesion. The supplier had provided an up to date price for the shelter of £4,345 plus VAT which compared favourably with other similar shelters. This was unanimously AGREED. (<i>Proposer D Sibley, seconded by M Simons</i>) The Clerk would contact the supplier with regard to reusing the existing concrete base and removal of the old shelter.</p> <p>c) A quote of £165 had been received to refurbish a bench at the playing field which needed the wooden slats replacing as they were rotten. Cllr Simons said that the two benches on the playing field had been overgrown by trees and it was agreed to get these cut back up to a maximum of £200. This quote was accepted. Following the article in the WT Times, a resident had written to suggest more benches are provided in the village but no locations suggested. The Clerk would put an item on the website asking for ideas. The Council requested that Roger Haines be asked to inspect and treat all benches.</p>	<p>Clerk</p> <p>Cllrs</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
16.108	<p>SCHOOL APPROACH AND CARPARK</p> <p>a) Planters for the car park Cllr Simons suggested 2-3 long planters be sourced to go between the lights in the carpark and that that Lindengate be approached in the first instance to provide a quote to build and maintain them. This was AGREED unanimously.</p> <p>b) Damaged gullies in School Approach – when the gullies were jetted the contractor had reported that four were in need of replacement as they were full of tree roots. Two quotes had been sourced for this one and it was unanimously AGREED to accept the lower quote of £495 per gully from Sandy Plumbing.</p> <p>c) Provision of logs to prevent parking in School Approach – Cllr Simons reported on some logs that may be available locally and agreed to contact the landowner to find out if he was willing to let the Council have them.</p>	<p>?</p> <p>Clerk</p> <p>MS</p>

<p>16.109 RECREATION GROUND</p> <p>a) Cllr Sibley reported that the playground was being inspected weekly and that there was much less littering since the new bin had been installed.</p> <p>b) ROSPA had carried out a further inspection of the play equipment, although one was not due. The report had been sent to Creative Play who would be onsite on 29th June to carry out remedial works. Three quotes had been received to install protective safety surfacing as recommended in the report. These were discussed and it was unanimously AGREED to award the work to Creative Play at a cost of £4,850 as the original supplier of the equipment. The Clerk was asked to submit an application to AVDC for use of s106 funds towards this project.</p> <p>c) Two quotes had been received to supply and install protective surfacing near the entrance barrier to the playing field. After discussion it was AGREED to accept the quote of £931.03 from J&S Landscapes which was the lowest quote.</p> <p>d) J&S Landscapes had provided a quote of £265 to remove the damaged conifer tree from behind the tennis courts. They had agreed to cut the trunk into sections for use along School Approach to prevent cars parking/driving on the verge. J&S Landscapes had also provided a quote of £180 to remove the basal growth from trees around the hall and tennis courts. It was unanimously AGREED to accept both quotes.</p> <p>e) The Clerk had contacted the Council's insurers to request that they progress the claim on its behalf following the refusal of Goldleaf's insurers to settle under their public liability cover. The loss adjuster had been out to inspect the damage and would make contact with Goldleaf's motor insurer. They had advised that it would be necessary to get a second quote to repair the damage and Cllr Simons had agreed to source this.</p> <p>f) AC Colts had requested to continue training on Saturday mornings until the end of June which the Chairman had approved. They had been invited to meet with the Chairman and Clerk to discuss arrangements for the 2016-17 season.</p> <p>g) Cllr Simons said that grass was starting to encroach on the cricket strip in the centre of the field and it was agreed to ask Roger Haines to cut this back.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>16.110 PLANNING COMMITTEE</p> <p>a) One of the new roads at the old County Farm site would be called Oak Close, but AVDC had requested another name for the second road. After discussion it was agreed to put forward Sycamore Close, Chestnut Drive and Ash Close.</p> <p>b) To consider the Council's response to the following applications:</p> <ul style="list-style-type: none"> • 16/01619/APP 46 Halton Lane – Single storey front and side extensions and removal of existing roof and replacement with first floor accommodation This application was considered and it was AGREED not to comment as it was not in the parish, but in Wendover. • 16/01681/APP Littlebourne Cottage 15 West End – Single storey side entrance lobby extension. This application was considered and no objections were raised. • 16/01975/APP Oakwood Cottage 91 Worlds End Lane – Erection of detached double garage This application was considered and it was AGREED to oppose the application as it was out of character with the surrounding area as the proposed garage was outside the building line and close to the front edge of the property boundary. <p>c) Additional plans had been submitted for application 16/01144/ADP Mount Pleasant, Tamarisk way, it was AGREED to make no further comment.</p> <p>d) Cllr Jarvis reported that the two applications from ARLA to remove the condition relating to use of reversing alarms had been permitted.</p>	

<p>e) The Council had recently been sent details of two planning applications, one for 9 & 10 Plough Orchards and the other for eight houses to be built on land off Barley Close. It was agreed that both of these applications would be considered by full Council rather than the Planning Committee.</p> <p>f) SWIFT had requested to attend the next Planning Committee to discuss the plans for an extension at the church. Councillors were reminded that they should not express opinions in order to not predetermine the Council's position.</p>	
<p>16.111 NEIGHBOURHOOD PLAN</p> <p>Cllr Simons reported that the final consultation event would take that weekend at the Village Fete. The next steps would be to draw up the evidence reports for each topic in order to agree the draft objectives for the plan.</p>	
<p>16.112 REPORTS OF CHAIRMAN AND CLERK</p> <p>a) Weston Turville School had signed the access licence agreement and returned it to the Council.</p> <p>b) The Clerk was in the process of drafting agreements to be sent to properties with gates onto the playing field.</p>	
<p>16.113 CORRESPONDENCE</p> <p>There were no matters to report under this item, all correspondence received was dealt with under the appropriate topic.</p>	
<p>16.114 MATTERS FOR INFORMATION</p> <p>Cllr Paterson said that he had stood down as Chairman of the Community Led Plan group and that they were unlikely to meet again that year.</p> <p>Cllr Paterson asked when the MVAS would be available to use in the parish again, the Clerk would arrange for it to be handed over in July.</p> <p>Cllr Simons suggested that the Council purchase its own projector, the Clerk would look into options and costs.</p>	
<p>16.115 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be on 14th July at 7pm</p>	

Signed: _____ Date: 14th July 2016

Appendix 1 – Payments

PAYMENTS

Date	Payee	Detail	Cheque number	Total
15/06/2016	Vodafone	Office telephone	DD	£42.00
16/06/2016	Open Spaces Society	Membership fee	3350	£45.00
16/06/2016	Roger Haines	village tidying	3351	£455.75
16/06/2016	EON	street light electricity	3352	£615.91
16/06/2016	Serco Ltd	Print parish magazine	3353	£696.96
16/06/2016	Playsafety Ltd	ROSPA inspection	3354	£79.80
16/06/2016	E Sharp Electrical	3 x LED street lights	3355	£1,446.00
16/06/2016	E Sharp Electrical	street light repair	3356	£72.18
16/06/2016	IAC Ltd	Internal audit fee	3357	£420.00
16/06/2016	smartwheelie.co.uk	wheelie bin stickers	3358	£740.00
16/06/2016	S Copley	June salary	3359	£651.50
16/06/2016	HM Revenue & Customs	June PAYE & NI	3360	£244.29
16/06/2016	Bucks CC	Pension contributions	3361	£185.40
16/06/2016	WT Youth Café	First 50% Grant for 2016-17	3362	£750.00
16/06/2016	Cllr A Simons	Reimburse cost of temp roadway	3363	£90.00

Appendix 2 – Actions List.

Ref	Action	Who	Update/Complete
806	Forward any old correspondence re Brookside to clerk	MJ	
16.8	Arrange for ruts to be backfilled in School Approach	MJ	
16.45	Remove sign from Brookside Amenity Area	CT	
16.88	Write to HMRC re VAT on WT Times advertisements	Clerk	✓
16.88	Obtain 3 quotes for printing the WT Times	MS	
16.100	Contact Arriva regarding speeding buses in Worlds End Lane	MJ	✓
16.102	Apply for Staples Advantage Account	Clerk	✓
16.102	Implement salary increase	Clerk	✓
16.102	Notify Lindengate of outcome of grant application	Clerk	✓
16.103	Submit Annual Return to External Auditor	Clerk	✓
16.104	Write to Peter Williams re VALP	Clerk	✓
16.106	Commission TFB to carry out speed survey in Worlds End Lane	Clerk	✓
16.106	Trees and bulb planting	MS, CT, DS	
16.106	Contact LAF re issues in the Marroway and forward photos	Clerk	✓
16.107	Contact AVDC re new dog bins and arrange consultation	Clerk	✓
16.107	Contact bus shelter supplier re using existing base	Clerk	✓
16.107	Instruct contractor re bench repair and overhanging trees	Clerk	✓
16.107	Website item re suggestions for new benches	Clerk	✓
16.107	Ask Roger Haines to inspect/treat benches	Clerk	✓
16.108	Contact Lindengate re planters	Clerk	✓
16.108	Place order for replacement gullies	Clerk	✓
16.108	Contact farmer re logs	MS	
16.109	Place order for safety surface with Creative Plan	Clerk	✓
16.109	Place order for protective surfacing for field entrance	Clerk	✓
16.109	Instruct contractor for tree works	Clerk	✓
16.109	Ask Roger Haines to cut grass around cricket strip	Clerk	✓
16.110	Submit planning responses	Clerk	✓