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**Minutes of the Meeting of Weston Turville Parish Council held on 28<sup>th</sup> March 2024 at Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: M Baylis, R Blackmore (Chair), M Collins, L Cook and C Terry

Clerk: Sarah Copley

Public Attendance: 4 members of public

*There was a power cut at the start of the meeting and agenda items were moved around to accommodate this but the minutes are listed in agenda order.*

No.	Minute	Action
	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>A member of public asked when the spring issue of Weston Turville Times would be on the website, the Clerk would upload next working day.</p> <p>A member of public queried the Council's complaints procedure and was advised that complaints about individual councillors should be directed to the Monitoring Officer at Bucks Council.</p>	
24.45	<p><b>APOLOGIES</b></p> <p>Apologies had been received from Cllrs Dawkins and Jarvis.</p>	
24.46	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) There were no declarations of interest.            b) There were no dispensation requests.</p>	
24.47	<p><b>PRESENTATION FROM EVANS-JONES ON PLANNING APPLICATION FOR 6 HOUSES AND PROVISION OF VILLAGE GREEN AT THE PADDOCKS</b></p> <p><i>Cllr Collins left the room for this item as he is a member of Buckinghamshire Council's Planning Committee.</i></p> <p>The Council received a presentation on the proposed application which included 6 houses and green space for the community.</p>	
24.48	<p><b>ELECTION OF VICE CHAIR</b></p> <p>It was unanimously AGREED to elect Cllr Cook as Vice Chair.</p>	
24.49	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>It was RESOLVED to accept the minutes of the meeting held on 15<sup>TH</sup> February 2024 as a true record and the minutes were duly signed by the Chair.</p>	
24.50	<p><b>PARISH COUNCILLOR VACANCIES</b></p> <p>It was unanimously AGREED to co-opt Amanda Buchanon to the parish council. Ms Buchanon signed the declaration of acceptance and joined the meeting.</p> <p>It was noted that two vacancies remained.</p>	

<p>24.51 <b>FINANCES</b></p> <p>a) The list of payments attached as appendix 1 was approved.</p> <p>b) It was noted that HMRC now allowed direct debits for PAYE and NI payments, it was AGREED to set this up.</p> <p>c) The asset register was reviewed and agreed.</p> <p>d) It was unanimously AGREED to appoint Mrs B Knight as internal auditor for the 2023-24 accounts.</p>	Clerk
<p>24.52 <b>HAMPDEN FIELDS</b></p> <p>a) Cllrs Blackmore and Collins provided an update on the recent meeting with the developer. They were still awaiting a decision on a number of planning applications and further reserved matters applications were expected to be submitted shortly.</p> <p>b) The developer had been advised that Buckinghamshire Highways would not be adopting the central reservation along the new southern link road and had asked if the Parish Council would consider taking on responsibility for it along with the other open spaces. It was agreed to respond to the developer and Buckinghamshire Council to request that the scheme is amended to one that Highways would be willing to adopt.</p> <p>c) Hampden Hall garden extensions – it was noted that a 9m strip of land would be left between private gardens and a row of tall established leylandii, resulting in a corridor that would be extremely difficult to maintain and very secluded which may attract antisocial behaviour. The residents and developer had asked planning to include this land in the extended gardens but this had been refused. It was AGREED Cllr Collins, in his capacity as Bucks Councillor, would ask head of planning to review this matter.</p>	RB / MC / Clerk  MC
<p>24.53 <b>ASBESTOS SURVEY</b></p> <p>It was agreed to accept the quote of £420 from ELB Surveys to carry out the annual asbestos inspection at the hall.</p>	Clerk
<p>24.54 <b>CCTV SERVICE</b></p> <p>It was agreed to accept the quote of £255 – excluding any parts required – to service the CCTV system.</p>	Clerk
<p>24.55 <b>ELECTRIC VEHICLE CHARGERS</b></p> <p>The update from Buckinghamshire Council was noted and it was agreed to continue to progress the project.</p>	
<p>24.56 <b>PLANTING AROUND THE PARISH</b></p> <p>Cllr Cook proposed setting up a group of volunteers to plant and tidy around the parish. This was AGREED, Cllr Cook would provide a list of the volunteers for the Council's records to comply with the insurance company's requirements.</p> <p>The Clerk advised that any planting on verges need prior approval from Buckinghamshire Highways.</p>	LC
<p>24.57 <b>ANNUAL SAFETY INSPECTION OF RECREATION FACILITIES</b></p> <p>a) It was unanimously AGREED to accept the quote from the Play Inspection Company to carry out the annual inspection.</p> <p>b) It was unanimously AGREED to accept the quote from the Play Inspection Company to carry out an additional 3 operational inspections per annum.</p>	
<p>24.58 <b>BEST KEPT VILLAGE</b></p> <p>It was agreed not to enter the competition in 2024 but to work with volunteers to improve public spaces and enter in 2025.</p>	

<p>24.59 <b>EVENTS</b></p> <p>a) D Day 80 – the draft budget for the event to be held on 6<sup>th</sup> June was AGREED and it was further agreed to submit a bid for funding to the Wendover Community Board. The Clerk highlighted the need for at least 3 councillors to attend and assist with this event.</p> <p>b) The dates of the events being held in April were noted and councillors were encouraged to attend and support these.</p> <p style="padding-left: 40px;">2<sup>nd</sup> April – Easter family event</p> <p style="padding-left: 40px;">5<sup>th</sup> April – street food</p> <p style="padding-left: 40px;">27<sup>th</sup> April – parish litter pick</p>	Clerk
<p>24.60 <b>PLANNING AND HIGHWAYS COMMITTEE</b></p> <p>a) The minutes of the March committee meeting were noted. It was AGREED that Cllr Buchanan join this committee.</p> <p>b) The former chair of the committee had put forward a suggestion that the parish council write to neighbours of properties with planning applications. The Clerk had contacted other local parishes and none did this. It was AGREED trial this for six months, Cllrs Buchanan and Cook agreed to hand deliver the letters. Cllr Buchanan also agreed to write an article for the next WT Times about the purpose of yellow planning notices.</p> <p>c) 24/00336/APP 125b Aston Clinton Road – since the Parish Council had considered this application, new information had been made available demonstrating a number of inaccuracies in the planning application in that the land was currently being used to break cars. IT was AGREED to add this comment to the Council’s response, Cllr Buchanan agreed to provide wording.</p>	Clerk / LC / AB  AB / Asst Clerk
<p>24.61 <b>CLERK’S REPORT AND CORRESPONDENCE</b></p> <p>a) The Clerk’s report was noted and is attached to these minutes as appendix 2</p> <p>b) Correspondence: The suggestions for use of s106 funds were noted. The issues with the MVAS shared with Stoke Mandeville Parish Council were noted. It was agreed that the Council would consider funding 50% of a replacement MVAS, subject to cost.</p>	
<p>24.62 <b>MATTERS FOR INFORMATION</b></p> <p>Future agenda items were requested – traffic calming and benches for the tennis courts.</p>	
<p>24.63 <b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would take place on Thursday 18<sup>th</sup> April at 6.30pm before the Annual Parish Meeting which would start at 7.30pm.</p>	
<p>24.64 <b>CONFIDENTIAL ITEMS</b></p> <p>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.</p>	
<p>24.65 <b>OUTDOOR GYM TENDERS</b></p> <p>Cllr Cook reported that she had been working with a personal trainer in the village to ensure a good range of equipment was provided.</p>	

Signed: \_\_\_\_\_ Date: 18<sup>th</sup> April 2024

## 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 board	Clerk	✓
23.6	Request third phase electric to be made live	Clerk	✓
23.131	Quotes for bat and bird survey	Clerk	
23.178c	Arrange full council training with BALC	Clerk/GF	
24.7	Raise issue of weeds in the road with Bucks Council	MC	
24.51	Set up direct debit with HMRC for monthly payments	Clerk	✓
24.52b	SLR central reservations – raise issues with BC and developer	MC	✓
24.52c	Hampden Fields garden extensions – ask head of planning to review	MC	✓
24.53	Arrange date for asbestos inspection	Clerk	✓
24.54	Arrange date for CCTV service	Clerk	✓
24.56	Provide list of volunteer names to the Clerk	LC	✓
24.58	Arrange for play inspections	Clerk	✓
24.59	Submit bid for community board grant for D Day	Clerk	✓
24.60b	Draft template letter	Clerk	✓
24.60b	Provide text WT Times article	AB	

## APPENDIX 1 – PAYMENTS LIST

Date	Who	Description	Ref	Net	VAT	Total
20/02/2024	Assist Clerk	Cost claim - easter eggs	electronic	£240.00		£240.00
06/03/2024	Cloudy IT	IT licences and support	DD	£75.20	£15.04	£90.24
19/03/2024	DRAX	streetlight electricity February	DD	£371.18	£68.90	£440.08
20/03/2024	5G Communications	broadband and landline office	DD	£46.08	£9.22	£55.30
20/03/2024	Clerk	Cost claim - wildflowers	electronic	£269.04		£269.04
20/03/2024	Payroll	March Payroll	electronic	£2,503.25		£2,503.25
20/03/2024	Village Hall	Transfer hall payment	electronic	£48.00		£48.00
28/03/2024	Village Pest Control	pest control services around hall	electronic	£300.00		£300.00
28/03/2024	Broxap	2 x litter bins	electronic	£492.90	£98.58	£591.48
28/03/2024	Community Impact Bucks	2024 subscription	electronic	£58.33	£11.67	£70.00
28/03/2024	Action Heating	Boiler service	electronic	£105.00	£21.00	£378.00
		Supply and fit new pump		£210.00	£42.00	
28/03/2024	Milbrook Land Planning	Architect fee (café plans)	electronic	£1,365.00	£273.00	£1,638.00
28/03/2024	Caloo	Install surfacing by playground gate (min ref 24-13c)	electronic	£695.00	£139.00	£834.00
28/03/2024	SLCC	Carbon literacy training (RB)	electronic	£120.00	£24.00	£180.00
		NPPF training (Clerk)	electronic	£30.00	£6.00	
28/03/2024	UK Security Group	CCTV system maintenance after power cut	electronic	£85.00	£17.00	£180.00
		Download (requested by Police)	electronic	£65.00	£13.00	
28/03/2024	SLN Aylesbury	Repairs to car park surface and drainage (min ref 24-13a)	electronic	£3,170.00	£634.00	£3,804.00
28/03/2024	Lengthsman	Village tidying February	electronic	£232.50		£232.50
28/03/2024	Assistant Clerk	Cost claim- refreshments wildflower planting	electronic	£5.33		£5.33
28/03/2024	Clerk	Cost claim - stationery/microwave/graffitti cleaner/signs/plants	electronic	£407.62	£62.52	£470.14
28/03/2024	Bucks Council	Pension contribution March	electronic	£880.51		£880.51
28/03/2024	HMRC	PAYE & NI March	electronic	£524.87		£524.87
28/03/2024	Bucks Council	Dog waste collection	electronic	£1,532.44	£306.49	£1,838.93
28/03/2024	Aylesbury Town Council	additional grass cutting under devolved services	electronic	£2,518.00	£503.60	£3,021.60
28/03/2024	E Sharp Electrical	Connect 3rd phase to the fuse board	electronic	£45.00	£9.00	£54.00
28/03/2024	Highway & Solar Solutions	3 x MVAS groundscrews	71	£1,200.00	£240.00	£1,440.00
28/03/2024	Glasdon UK Ltd	Bench (to replace one in Worlds End Lane)	electronic	£609.10	£121.82	£730.92
28/03/2024	Beal Consulting Engineers	Path inspection (min ref 24-13b)	electronic	£1,299.25	£259.85	£1,559.10
28/03/2024	Berryfields PC	Play inspection course - SC/FB	electronic	£282.50	£56.50	£339.00
<b>TOTAL</b>				<b>£19,786.10</b>	<b>£2,932.18</b>	<b>£22,718.28</b>

## 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.

- Playground
  - the surface around the double gates was installed on 18<sup>th</sup> March and the gates no longer catch on the grass
  - there are a number of bolt covers missing and the rubber stopper on the single gates, an order has been placed with Kompan for the spare parts
- Recreation Ground
  - the Playing field path – inspection took place on 13<sup>th</sup> March, report received this afternoon and will be circulated to councillors for the next meeting
  - Table tennis table due to be installed on 15<sup>th</sup> April (weather permitting)
- Third phase electric supply to hall – this was finally made live by Scottish Power on 14<sup>th</sup> March. The electrician connected the new fuse board on 18<sup>th</sup> March. A quote has been requested for an export meter for the solar panels.
- Solar panel batteries - JoJu are looking at an external solution for storage of the solar battery after concerns raised regarding summer temperature and will send a quote through.
- Devolved services – there were some discrepancies with the maps which are being resolved with Bucks Council, Aylesbury Town Council will carry out the first cut next week.
- Dog/litter bins for Aston Reach – the management company has now installed bins in Aston Reach.
- Graffiti – there have been a few occurrences of graffiti around the village, in a bus shelter and the children’s playground. Cllr Terry and the Clerk have cleaned it earlier today.
- Street furniture – the bench and bin for the bus stop in Worlds End Lane have been delivered earlier this week, installation will be arranged for April. The new dog bins are expected to be delivered next week.
- The tree name plaques have been received and will be attached next week.
- The signs for the Glebe field are expected to be delivered next week.