

**Minutes of the Meeting of Weston Turville Parish Council held on 29<sup>th</sup> September 2022 at Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: L Cook, R Blackmore, G Fincham, M Jarvis, C Terry and M Watson

Clerk: Mrs Sarah Copley

10 members of public.

One minute silence was observed in remembrance and respect of the recent death of Her Majesty Queen Elizabeth II.	
22.119 <b>OPEN FORUM FOR PARISHIONERS</b>	
Two members of public spoke with regard to the memorial to the fallen plane.  One member of public was unhappy with the meeting agenda as he considered there was a duplicate item.  The chairman thanked them for their input.	
22.120 <b>APOLOGIES AND ANNOUNCEMENTS</b>	
Apologies were received from Cllr Baylis. Cllr Simons did not attend as she had resigned earlier that day.	
22.121 <b>DECLARATIONS OF INTEREST</b>	
a) There were no declarations of interest. b) There were no dispensation requests.	
22.122 <b>PARISH COUNCILLOR VACANCIES</b>	
a) It was noted that Cllr Paterson resigned from the Parish Council on 15 <sup>th</sup> August. The vacancy had been advertised and Electoral Services had confirmed that no election had been requested and that the Parish Council could co-opt.  b) Four applications had been received for the two vacancies. Each applicant was invited to speak for 3 minutes and councillors asked questions. It then proceeded to a vote and the two candidates with most votes were co-opted Saryo Dawkins and Ernesto Martinez received the most votes.  The Chairman advised that the vacancy created by the resignation of Cllr Simons would be advertised and co-opted at the October meeting, he encouraged the unsuccessful applicants to reapply.  c) The two new councillors – Cllrs Dawkins and Martinez signed their declaration of acceptance of office and took their seat at the meeting.	
22.123 <b>MINUTES OF PREVIOUS MEETING</b>	
The minutes of the meeting held on 21 <sup>st</sup> July were agreed and signed by the Chair.	
22.124 <b>CORRESPONDENCE</b>	
a) The correspondence objecting to the new plane memorial was considered and it was agreed with 8 in favour and 1 against that before the Council made any decision regarding its future, that a consultation be carried out to give all parishioners the opportunity to comment.	Clerk

<p>b) The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Thank you email regarding the new path around the playing fields.</li> <li>• Introduction from Wildbelt Project Manager at Chiltern Society</li> <li>• RAF Halton Vision document</li> </ul> <p>A meeting with the Wildbelt Project Manager would be arranged, Cllrs Fincham, Cook and Blackmore would attend along with the Clerk.</p>	Clerk
<p><b>22.125 PROJECTS UPDATE</b></p> <p>a) Village Sign – the village sign had been delivered earlier in September, quotes to install were considered with the car park quotes as the three contractors had quoted for both jobs.</p> <p>b) Alterations to village hall car park – the quotes remove the grassed area and one section of railing in order to widen the entrance to the car park and then repaint the white lining were considered. After discussion it was agreed to accept the quote from C Putnam and Sons to make the alterations and to install the village sign. There would be an additional cost for 171 licence which would need to be obtained from Bucks Council.</p> <p>c) Village Hall extension to provide a café facility – the Clerk had confirmed with Bucks Council that s106 funds could potentially be used to fund this extension, an application would need to be submitted.</p> <p>The quote from the architect was discussed but it was agreed that he be asked to come up with some preliminary designs in the first instance before proceeding to full plans.</p> <p>d) Wildflower Meadow – the proposal from Cllr Fincham was discussed and it was agreed to request a quote based on the option to remove the grass and rotovate the area before seeding but without the use of chemicals.</p> <p>e) Christmas Tree Anchor – the Clerk reported that the Community Board funding offer had been received and that the Council would need to adhere to the conditions of that which were agreed.</p>	Clerk          GF / Clerk
<p><b>22.126 NEW PROJECTS FOR CONSIDERATION</b></p> <p>a) Warm Hubs – many councils across the country were opening up community buildings for people to use in response to the increases in the cost of living. Bucks Council had started by opening up libraries and were producing a toolkit to assist parish councils.</p> <p>It was considered that the hall may be too large for this purpose and the Clerk was asked to contact the church and chapel to ask if they would like to be involved. It was noted that volunteers would be needed to open and run the warm hub.</p> <p>b) Weston Turville as a “Wildlife and Environmentally Friendly Community” This suggestion had come from a member of the public. Councillors were in favour of progressing this and it was agreed (8 in favour and 1 abstention) to work with Climate Action Weston Turville and the resident on how to take this forward.</p>	Clerk
<p><b>22.127 COMMUNITY EVENTS</b></p> <p>a) Remembrance Day Service – the task list was updated, all tasks were allocated.</p> <p>b) Other Events</p> <ul style="list-style-type: none"> <li>• Litter pick – a new date would be arranged, Cllr Watson would liaise with the Clerk and the date advertised.</li> <li>• Street food – next event was 21<sup>st</sup> October, the offer to continue to help with these events from ex Cllr Simons was gratefully accepted.</li> <li>• Christmas event – Cllrs Fincham, Terry and Dawkins agreed to co ordinate this event</li> </ul>	MW   GF CT SD

<ul style="list-style-type: none"> <li>• Fireworks – it was agreed it was too late to organise something this year but it would be considered for future years</li> </ul>													
<p><b>22.128 POLICY AND RESOURCES COMMITTEE</b></p> <p>The minutes of the meeting held on 27<sup>th</sup> September were noted and the recommendations therein AGREED.</p> <p>a) That the following policies be adopted:</p> <ul style="list-style-type: none"> <li>• Co-option Policy</li> <li>• Grant Policy and Process</li> <li>• Tree Policy</li> <li>• Pre application Planning Policy</li> <li>• Sickness Policy</li> <li>• Emergency / Dependants Leave Policy</li> <li>• Footpath Policy</li> <li>• Environmental Policy</li> <li>• Parish Council Action Plan (was development plan)</li> <li>• Appraisal Policy and Forms</li> </ul> <p>b) That the following virements be made within the 2022-23 budget lines:</p> <table border="0" data-bbox="327 801 1177 952"> <thead> <tr> <th>Amount</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>£500</td> <td>Adhoc handyman</td> <td>Tennis courts</td> </tr> <tr> <td>£1,050</td> <td>Adhoc handyman</td> <td>Street furniture</td> </tr> <tr> <td>£700</td> <td>Adhoc handyman</td> <td>ROSPA and playground</td> </tr> </tbody> </table> <p>c) That the council seeks quotes for the open spaces contract to cover 2023 – 2026 as per the draft specification.</p>	Amount	From	To	£500	Adhoc handyman	Tennis courts	£1,050	Adhoc handyman	Street furniture	£700	Adhoc handyman	ROSPA and playground	
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<p><b>22.129 POLICY AND RESOURCES</b></p> <p>a) The list of payments totalling £29,783.37 was approved as listed in appendix 1.</p> <p>b) The external audit report was noted, no issues had been raised by the external auditor. The Clerk confirmed the notice of conclusion of audit had been displayed on website and noticeboards.</p> <p>c) Appointment of external auditor – it was agreed to reject the option of opting out of the external auditor arrangements.</p> <p>d) The insurance renewal was reviewed, the Council was in year 2 of a three year deal and as such, it was unanimously AGREED to accept the insurance renewal.</p> <p>e) Fire alarm maintenance – it was unanimously AGREED to renew the maintenance contract for the fire alarm system as a cost of £184 per annum.</p> <p>f) WT Times - Paper prices had risen significantly over the past few months. The Clerk had sought alternative quotes to print the magazine and after consideration it was agreed to accept the quote from Buxton for a lighter weight paper.</p>													
<p><b>22.130 ENVIRONMENT</b></p> <p>a) It was noted that the Preliminary Ecological Assessment report had been received from Future Nature WTC. The Habitat Management Plan was still awaited and both would be reviewed together once this was received.</p> <p>b) Jubilee Bench – the commemorative bench was due to be delivered within the next 2 weeks. After discussion it was agreed that this would be installed near the Jubilee oak tree.</p> <p>c) Bucks Council trees – HS2 had provided funding for trees to be planted in Buckinghamshire and Weston Turville were eligible for some. It was agreed that these whips could be planted around the petanque court, similar to those around the garden area.</p> <p>Councillors were asked to forward any other location suggestions to the clerk to put to Bucks Council for approval.</p>													

<p><b>22.131 SCHOOL APPROACH AND RECREATION GROUND</b></p> <p>a) Tree Planting</p> <ul style="list-style-type: none"> <li>The report for trees and other improvements for the recreation ground from Cllrs Fincham and Blackmore was noted and it was AGREED to seek costings for all elements and bring these back to the November meeting for further consideration.</li> <li>Weston Turville Women’s Institute had previously contacted the Council to request permission to plant a tree to commemorate the Platinum Jubilee on the playing field. They had considered the Council’s request that a black poplar be purchased for this and having taken advice, reported back that these should be planted in pairs and requested that the Parish Council fund the second tree. Cllr Blackmore offered to donate a black poplar from one of those growing in her garden, this offer was gratefully accepted.</li> </ul> <p>b) Planting around the Petanque Court – Cllr Terry had suggested planting around the exterior of the petanque court and it was agreed to use the whips provided by Bucks Council for this purpose to form hedging.</p>	
<p><b>22.132 THE PADDOCKS AMENITY LAND</b></p> <p>The correspondence from the developer was considered and it was AGREED that the Council would adopt the playground and open spaces at the same time rather than piece by piece as it became available.</p>	
<p><b>22.133 REPORT OF CHAIRMAN AND CLERK</b></p> <p>The Chairman recorded thanks to the Clerk for her work on Operation London Bridge. The condolence book would be lodged in Bucks Archives.</p> <p>The Clerk’s report was noted and is attached as appendix 2 to the minutes.</p>	
<p><b>22.134 MATTERS FOR INFORMATION</b></p> <p>Cllr Fincham had attended a budgeting course organised by BALC.</p> <p>Cllr Watson suggested that a consultation be carried out regarding the proposal for the café and other new facilities.</p>	
<p><b>22.135 DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would be held on Thursday 20<sup>th</sup> October at 7pm.</p>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ 20<sup>th</sup> October 2022

**Actions List**

Ref	Action	Who	Update / Complete
22.30	Planting scheme for village green near war memorial	GF	
22.45	Registration of village hall and playing field	Clerk	In hand
22.95d	Investigate Smart Export Guarantee for solar panels	Clerk	Waiting response
22.96c	Options for silent cinema event	MJ	
22.124	Draft consultation for plane memorial	Clerk	In hand
22.124	Arrange meeting with Wildbelt project coordinator	Clerk	Emailed
22.125	Book in works to alter the car park entrance	Clerk	
22.125	Speak to architect with regard designs	Clerk	
22.125	Quotes for wildflower meadow	Clerk / GF	
22.126	Carry out further research on warm spaces	Clerk	

22.127	Litter pick date to be confirmed	MW / Clerk	✓
22.127	Christmas event arrangements	GF CT SD	
22.128	Update budget with virements	Clerk	✓
22.128	Quotes for grounds maintenance	Clerk	Advertised
22.130	Submit request for trees to Bucks Council	Clerk	✓
22.132	Advise developer of decision regarding amenity land at The Paddocks	Clerk	✓

## Appendix 1 – Payments

Date	Paid to	Detail	Type	Net	VAT	Total
02/08/2022	Cloudy IT	Software licences and support	DD	£65.60	£13.12	£78.72
17/08/2022	DRAX	Streetlight electricity July	DD	£358.71	£71.74	£430.45
17/08/2022	DRAX	Streetlight electricity July	DD	£38.08	£1.90	£39.98
22/08/2022	PWLB	Loan repayment	DD	£1,786.37		£1,786.37
23/08/2022	Broxap	2 x 180L waste bins	electronic	£700.90	£140.18	£841.08
23/08/2022	PKF Littlejohn	External audit fee	electronic	£1,300.00	£260.00	£1,560.00
23/08/2022	Rialtas	Alpha accounts s/w subscription	electronic	£129.00	£25.80	£154.80
23/08/2022	Glasdon	Bench (replacement Worlds End Lane)	electronic	£580.71	£116.14	£696.85
23/08/2022	Lengthsman	July village tidying	electronic	£382.00		£382.00
23/08/2022	Kompan	Playground remedial works as per ROSPA	electronic	£2,337.56	£467.51	£2,805.07
23/08/2022	Windowflowers	Plant/maintain 5 x planters Jul-Jan	electronic	£520.00	£104.00	£624.00
23/08/2022	ETC Sports Surfaces	tennis court repairs as per ROSPA	electronic	£450.00	£90.00	£540.00
23/08/2022	Future Nature WTC	20% deposit Ecological survey	electronic	£375.20	£75.04	£450.24
23/08/2022	Barriers Direct	Cycle stands	electronic	£399.95	£79.99	£479.94
23/08/2022	HMRC	PAYE & NI August	electronic	£759.21		£759.21
23/08/2022	Clerk	August Salary	electronic	£1,960.33		£1,960.33
23/08/2022	Bucks Council Pensions	August pension contribution	electronic	£790.97		£790.97
02/09/2022	Cloudy IT	Software licences and support	electronic	£65.60	£13.12	£78.72
21/09/2022	Clerk	September Salary	electronic	£1,960.53		£1,960.53
26/09/2022	DRAX	Streetlight electricity August	DD	£38.08	£1.90	£39.98
26/09/2022	DRAX	Streetlight electricity August	DD	£358.71	£71.74	£430.45
29/09/2022	BALC	Training courses - Clerk & Cllr Fincham	electronic	£70.00		£70.00
29/09/2022	Aylesbury Town Council	Devolved services - VAHT & AC Road	electronic	£2,289.00	£457.80	£2,746.80
29/09/2022	JW Serves	Removal of wooden fence from tennis court	electronic	£1,350.00		£2,100.00
		Installation of cycle racks		£320.00		
		Install of bins		£180.00		
		Install new bench WEL		£250.00		
29/09/2022	Clerk	Cost claim - stationery	electronic	£71.36	£1.29	£72.65
29/09/2022	Buxton	Print autumn WT Times	electronic	£1,061.40		£1,061.40
29/09/2022	E Sharp Electrical	Replace faulty street light	electronic	£345.11	£69.02	£414.13
29/09/2022	Gallagher	Insurance renewal	electronic	£4,443.20		£4,443.20
29/09/2022	Legnthsmen	Village tidying - August	electronic	£435.50		£435.50
29/09/2022	HMRC	PAYE & NI September	electronic	£759.01		£759.01
29/09/2022	Bucks Council Pensions	September pension contribution	electronic	£790.97		£790.97
<b>TOTAL</b>				<b>£27,723.06</b>	<b>£2,060.31</b>	<b>£29,783.37</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.

### **Playing fields**

- The Clerk and Cllr Simons met with the solicitor handling the registration of Jubilee Park, village hall and School Approach. Information required has been provided to the solicitor who will be submitting the application soon.
- Remedial works have been carried out to the paths around the playing fields this week.
- Two play around the parishes events were held over the summer, both had been well attended.
- The wooden fencing has been removed from around the tennis courts.
- Remedial works for the tennis court and children’s playground were completed over the summer.

### **Rights of Way**

- A broken bridge on the “Dark Lane” footpath has been reported to the Rights of Way Team at Bucks Council.
- An update on when the bridges in the field at the end of West End had been requested, Bucks Council confirmed they are on the schedule for replacement within the next couple of months.

### **Defibrillator**

- The defibrillator requires a software update to resolve an issue with the battery charging and is being picked up to be returned to the manufacturer, a temporary replacement will be supplied.

### **Street furniture**

- The new bench has been installed at the junction of Worlds End Lane and Wendover Road (replaces the old broken wooden bench).
- The two new larger size bins have been installed – one in Worlds End Lane, near the reservoir and the other in the children’s playground. The smaller bins have been relocated in the recreation ground.

### **Highways matters**

- A resident asked about installing a mirror opposite the entrance to their house to improve view, they have been referred to Transport for Bucks.
- A pilot for the Demand Response Transport bus service has started in High Wycombe this week, a second pilot for Aylesbury will launch later in autumn.
- Some emails received from local residents saying that construction vehicles for the various developments in the area are coming through the village. Further details have been requested as registration numbers are needed as well as which development they are going to / from but have nothing further received to date.

### **Other**

- The Clerk will be on annual leave week commencing 3<sup>rd</sup> October.
- Hampden Fields will begin archaeological trenching works across the site at the end of the month.

### **Training courses / conferences**

- 1 September - Rights of Way training course (Clerk)
- 8 September – Budget setting for Town and Parish Councils (Cllr Fincham)
- 27 September – Finance for Councillors (Cllr Fincham)
- 6 October – Charing Skills (Cllr Fincham)
- 11 October – Budgeting and Financial Management (Clerk and Cllr Fincham)
- 25 October – Climate Change Conference (Clerk and Cllr Blackmore)
- 22 November – Biodiversity Practical Measures (Clerk)

Cllr Watson is on the waiting list for the S106 and Community Infrastructure Levy course due to be held on 24 November.