

Minutes of the Meeting of Weston Turville Parish Council held on 20th November 2025 at the Parish Meeting Room, Weston Turville Village Hall.

PRESENT:

Parish Cllrs: R Blackmore (Chair), L Cook, S Dawkins, G Lait, C Popovici-Birkby and M Robertson
 Clerks: Sarah Copley and Francesca Beato
 Public Attendance: Seven members of the public, and Bucks Cllr Steve Bowles.

Minute	Action
<p>OPEN FORUM FOR PARISHIONERS</p> <p>Two members of the public spoke about the public meeting held in October.</p> <p>A member of the public raised concerns about Aston Reach not being in the catchment area for the local school.</p> <p>Two other residents raised concerns regarding ongoing issues within Aston Reach related to First Port and Taylor Wimpey. They provided an update on recent communications between the Aston Reach Residents' Association and various stakeholders. They also raised concerns about a speed bump installed on Boulton Road and coaches going through the estate and parking up overnight.</p>	
<p>25.181 APOLOGIES</p> <p>Apologies were received from Cllrs Baylis, Collins and Terry.</p>	
<p>25.182 DECLARATIONS OF INTEREST</p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
<p>25.183 MINUTES OF PREVIOUS MEETING</p> <p>It was agreed, with four in favour, one abstention and one objection, to approve the minutes of the meeting held on 16th October as an accurate record. The minutes were signed by the Chair.</p>	
<p>25.184 FINANCE GOVERNANCE AND PERSONNEL</p> <p>a) The minutes of the meeting held on 4th November were noted. b) The risk assessment as recommended by the committee was approved. c) It was unanimously agreed to adopt the draft Volunteer Policy. d) It was noted that the Parish Warden had completed his probation period and would now be enrolled into the Council's LGPS pension scheme.</p>	
<p>25.185 BUDGET AND PROJECTS FOR 2026-27</p> <p>a) The draft budget for 2026-27 was considered. It was noted that some costs were still awaited and that the budget and precept would be finalised and agreed at the January meeting. b) The list of projects put forward by councillors was considered, and it was AGREED that all would be put forward for public consultation, except the water bowser, which was deemed a necessity and would be purchased in the current year budget.</p>	
<p>25.186 PLANNING AND HIGHWAYS COMMITTEE</p> <p>a) The minutes of the meeting held on 13th November were noted. It was unanimously agreed to delegate authority to the Clerk to submit responses for</p>	

<p>standard and straightforward planning applications in the event that a meeting was not due to be held before the response date.</p> <p>b) Application PL/25/3845/FA 17 Walton Place – this application was considered and it was AGREED to raise NO OBJECTIONS.</p>	
<p>25.187 FINANCIAL MATTERS</p> <p>a) The list of payments totalling £19,977.34 was APPROVED and are attached to these minutes as appendix 1.</p> <p>b) The bank reconciliation was noted.</p> <p>c) It was unanimously AGREED to purchase the new Charles Arnold Baker book at a cost of £144 from SLCC.</p> <p>d) It was unanimously AGREED to adopt the draft Asset Disposal Policy. One of the iPads had been damaged and would need to be recycled. The remaining iPads were in reasonable condition and would be offered to the school and thereafter offered to Parish residents on a first-come, first-served basis. The Clerk would ensure that all iPads were reset before disposal or donation.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.188 ASTON REACH</p> <p>a) Aston Reach Residents Association had requested a 20mph speed limit for the estate. The Parish Council had contacted Highways, who confirmed that Taylor Wimpey would need to be approached to reduce the speed limit on the private roads to 20mph. Once Kempster Way was adopted, a reduced speed limit could be applied for on this road; however, it was noted that both Buckinghamshire Council and Thames Valley Police would need to agree to this change. It was also noted that the costs would need to be met by the Parish Council and were estimated to be in the region of £10,000–£50,000.</p> <p>b) The Clerk reported that the Parish Council had contacted the Road Safety Team regarding the request for a pedestrian crossing on Broughton Lane. The Road Safety Team had responded that, as there had been no recorded accidents at the junction in the last five years, there was no funding available from the road safety budget. The Council was disappointed in the response and would continue to lobby for safe walking/cycling routes from Aston Reach via the Bucks ward councillors.</p>	
<p>25.189 NEIGHBOURHOOD PLAN</p> <p>Cllr Cook gave an update on the current position. It was noted that further input would be required from the consultant to finish the draft plan and the quote provided by Sally Chapman was AGREED.</p>	
<p>25.190 TREES</p> <p>It was noted that the contractor selected at the previous meeting had been unable to fulfil the contract, and it was agreed to accept the second cheaper quote from The Arbor Crew for the tree works to start from next week.</p>	
<p>25.191 VERGES</p> <p>The report on the condition of the wildflower beds was considered, and it was agreed to obtain quotes from Lindengate to make a planter for the verge opposite the Chandos Pub.</p>	<p>Clerk</p>
<p>25.192 BARLEY CLOSE FIELD</p> <p>The report and recommendations regarding the next steps for Barley Close Field were considered, and it was unanimously AGREED to allocate a budget of £1,000 to purchase tools and materials to dismantle the sheds and make repairs to the existing stables. A separate quote would be obtained to repair the stable roof and install 2 water troughs.</p>	<p>Clerk</p>

<p>The working group also agreed to visit other local orchards, and quotes for trees would be brought to the next meeting in January.</p>	
<p>25.193 VILLAGE HALL AND RECREATION GROUND</p> <p>a) Dogs off lead – The complaint received was considered, and it was AGREED, by a majority vote of four in favour and two against, to obtain quotes for four new signs to be installed at the entrances of the recreation ground, requesting that dog walkers keep their dogs on leads. As there is no by-law, the signs can only be used as a deterrent.</p> <p>b) The quote to replace one of the office windows to display the electronic noticeboard was ACCEPTED.</p> <p>c) The request from CAWT to put a repair café sign under the noticeboards in School Approach and by the shops was unanimously AGREED. It was further agreed to permit a banner to be hung on the railings along the playground. A further request to hang a banner on the railings by the school to advertise classes was AGREED.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.194 PROJECTS</p> <p>a) Welcome Pack – Cllr Popovici-Birkby proposed that the Council produce a welcome pack for residents moving into the parish. After the discussion, it was AGREED to compile a welcome pack with the assistance of Cllr Popovici-Birkby.</p> <p>b) Dead Hedge – Cllr Lait proposed that the Council create a dead hedge to increase biodiversity and provide habitat for wildlife. After discussion, it was AGREED to go ahead and to obtain quotes for wooden posts to enable the installation of the dead hedge at Barley Close Field. Cllr Lait would install the hedge with the assistance of the parish warden.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.195 PARISH COUNCILLOR VACANCY</p> <p>a) There had been no request for an election and the vacancy for Aston Reach ward had been advertised for co-option.</p> <p>b) There had been two applications for the vacancy. Both were considered, and after discussion, the vote was split, with three in favour of one applicant and three in favour of the other. The casting vote was given to the Chair, who upheld her original vote in favour of applicant John Kelly.</p>	
<p>25.196 CLERKS REPORT</p> <p>The Clerk’s report was noted.</p>	
<p>25.197 MATTERS FOR INFORMATION</p> <p>a) Councillor Surgeries – Cllr Robertson advised no new issues had been raised at the recent councillor surgeries.</p> <p>b) Halloween Event – Cllr Dawkins reported that the recent Halloween event had been very successful, with approximately 120 children attending from across the entire parish, and thanked all volunteers who assisted on the day.</p> <p>c) Public Meeting – Cllr Lait reported that the public meeting held in October was well attended.</p>	
<p>25.198 2026 MEETING DATES</p> <p>The draft schedule of meeting dates was AGREED.</p>	
<p>25.199 DATE OF NEXT MEETING</p> <p>The next meeting would be on Thursday 15th January 2026 at 7pm.</p>	

Signed: _____ Date: 15th January 2026

Actions List

Ref	Action	Who	Update / Complete
24.142	Investigate options for flood lighting	Clerk	
25.119c	Quotes for additional planter outside office	Clerk	
25.140f	Put Vodafone account in Parish Council name and order phone for Parish Warden	Clerk	
25.173a	Cricket proposal documentation	Work group	
25.187c	Purchase CAB book	Clerk	✓
25.187d	Offer old ipads to the school	Clerk	✓
25.191	Request quotes from Lindengate for a planter	Clerk	
25.192	Obtain quotes for stables repairs	Clerk	
25.193	Order dogs on leads signs	Clerk	✓
25.193	Arrange for new window installation	Clerk	✓
25.194a	Create Welcome pack	Clerk / CPV	
25.194b	Quotes for wooden posts for dead hedge	Clerk	

APPENDIX 1 – PAYMENTS

RECEIPTS

Date	Payment from	Detail	Ref	Net	Vat	Total
Various	Various	WT Times advertising		£905.00		£905.00
29/10/2025	WT Theatre group	Grant returned		£1,200.00		£1,200.00
10/11/2025	Village Retreat	Rent		£500.00		£500.00
TOTAL				£2,605.00	£0.00	£2,605.00

PAYMENTS

16/10/2025	DRAX	Streetlight electricity - September		£370.59	£74.12	£444.71
17/11/2025	Cloudy IT	Software licences (incls refund for overcharge Oct)	DD	£79.34	£15.87	£95.21
17/11/2025	Multipay card	November statement	DD	£299.07	£42.34	£341.41
18/11/2025	DRAX	Streetlight electricity - October	DD	£439.56	£87.91	£527.47
20/11/2025	Castle Water	Barley Close field	DD	£5.73	£1.15	£6.88
20/11/2025	5G Communications	Office landline and broadband	DD	£49.25	£9.85	£59.10
20/11/2025	Wellers Law Group	Disbursement fees relating to The Paddocks	electronic	£91.67	£11.66	£103.33
20/11/2025	Steve Webb	Remembrance road closure	electronic	£100.00		£100.00
20/11/2025	JW Mowing Services	Christmas tree	electronic	£600.00		£600.00
20/11/2025	JW Mowing Services	hedge/grass cutting at Barley Close field	electronic	£1,225.00		£1,225.00
20/11/2025	Lock & Key	replace lock barrel on outdoor shed	electronic	£140.50	£28.10	£168.60
20/11/2025	Action Heating	Office boiler repair (heating not turning off)	electronic	£60.00	£12.00	£72.00
20/11/2025	E Sharp Electrical	Repair streetlight at School Approach	electronic	£123.00	£24.60	£147.60
20/11/2025	Studio Beam	25% deposit for info board at the Glebe	electronic	£162.50		£162.50
20/11/2025	UK Security Group	Replace faulty link cable	electronic	£114.99	£23.00	£137.99
20/11/2025	Kompan	paint for play equipment	electronic	£171.80	£34.36	£206.16
20/11/2025	Clerk	Cost claim - poppy wreath	electronic	£25.00		£25.00
20/11/2025	Assistant Clerk	mileage claim	electronic	£20.72		£20.72
20/11/2025	Parish Warden	mileage claim	electronic	£20.80		£20.80
20/11/2025	BALC	Procurement training course	electronic	£90.00		£90.00
20/11/2025	Shield Maintenance	Empty dog bins and litter bins Oct	electronic	£602.33	£120.47	£722.80
20/11/2025	Goldleaf Groundcare	Grounds maintenance contract	electronic	£5,890.00	£1,178.00	£7,068.00
20/11/2025	Ramblers	Replace 3 gates at Barley Close field	electronic	£1,350.00		£1,350.00
20/11/2025	Lengthsman	Village tidying Sept & Oct	electronic	£632.00		£632.00
20/11/2025	Payroll	Salaries November	electronic	£3,590.60		£3,590.60
20/11/2025	Bucks Council	Pension contribution November	electronic	£1,249.31		£1,249.31
30/11/2025	HMRC	PAYE & NI November	DD	£800.55		£800.55
30/11/2025	Unity Bank	Bank fees for October	DD	£9.60		£9.60
TOTAL				£18,313.91	£1,663.43	£19,977.34

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.

- **Play equipment**

The toddler swing set has had to be taken out of use due to it failing a safety inspection. Quotes for a replacement swing set will be sought along with other playground improvements once Bucks Council confirm use of S106 funds which were applied for in June.

- **Potholes in car park**

A large pothole had appeared in the car park, instant repair mix was ordered and the Parish Warden has made the repair.

- **Logs for School Approach**

Unfortunately we will not be able to get any further logs from Hampden Fields, the assistant clerk will contact some local tree surgeons to see if they are able to help but if not, the Council will need to consider other alternatives to prevent parking on the verges.

- **The Paddocks**

1. The Clerk met with a representative of the management company for this site and the outgoing grounds maintenance company. A number of the trees planted there have failed, the grounds maintenance company will be planting replacements at cost to the developer shortly. A new sign is needed for the children’s playground which the parish council contact details, the Clerk was in the process of arranging this to be done.
2. A new sign is required for the children’s playground with the Parish Council contact details on it, one would be ordered from SignWizzard at a cost of £157.20 - Signwizzard provided the sign for the Jubilee Park.

- **Office boiler**

The heating system for the office area has had some issues recently. The plumber came and resolved one issue (the heating was not turning off when the room was up to temperature) but has recommended that some changes are made to improve the reliability of the system and should also reduce ongoing consumption and costs. There is a large tank in the loft that serviced the changing rooms, this tank is no longer needed now that the café is in place. The plumber has recommended that this tank be removed and a combi boiler be fitted in place of the existing boiler.

- **Fire Alarm System**

The fire alarm system has recently had its 6 monthly routine test, the engineer has identified that the isolator switch is moved from the office corridor to next to the fire alarm control panel. A quote has been requested for this work.

- **East Bucks Community Board – “Community Conversation Drop in Event”**

The Weston Turville drop in event will be held at the Village Retreat Café on Thursday 27th November, 10–11.30am.

- **White Gates**

The white gates were due to be installed this week but due to staff sickness this did not happen, the new install date is likely to be early December.

- **New Road Closure**

New Road was due to be reopened at the end of this month, however this has now been delayed again and is likely to be closed through most of December.

The Clerk and Assistant Clerk have attended the following:

- Training course on new procurement legislation (Clerk)
- Training course on new GDPR Assertion 10 requirement for the annual return (Clerk)
- CILCA course and coursework (Asst Clerk)