

Minutes of the Meeting of Weston Turville Parish Council held on 18th September 2025 at the Parish Meeting Room, Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, R Blackmore (Chair), M Collins, S Dawkins, G Lait, C Popovici-Birkby, M Robertson and C Terry
Clerks: Sarah Copley and Francesca Beato
Public Attendance: Nine members of the public

Minute	Action
OPEN FORUM FOR PARISHIONERS Residents of Aston Reach attended and raised concerns about the condition of the estate. The residents association also shared results of a survey they had carried out of residents.	
25.137 APOLOGIES Apologies were received and ACCEPTED from Cllrs Cook and Routledge.	
25.138 DECLARATIONS OF INTEREST a) Cllr Popovici-Birkby declared a personal interest in item 25.144 and Cllrs Lait and Robertson declared personal interests in item 25.148. b) There were no dispensation requests.	
25.139 MINUTES OF PREVIOUS MEETING It was AGREED by a majority vote to accept the minutes of the meeting held on 17th July as a true and accurate record. The minutes were duly signed by the Chair.	
25.140 FINANCIAL MATTERS a) The list of payments totalling £51,689.16 was APPROVED and are attached to these minutes as appendix 1. b) The bank reconciliation was noted. c) It was unanimously AGREED to set up a direct debit for the water supply at Barley Close field. d) External Audit – the external audit was now complete with no issues raised, the report had been posted on the website. e) It was noted that the 2025-26 NJC pay settlement had been agreed which was backdated to 1st April, this had been included in the August payroll. f) It was AGREED to move the Vodafone contract from the village hall to the Parish Council and to get a SIM and handset for the Parish Warden, to a maximum of £35 per month once his probation period was completed. g) It was AGREED to purchase two replacement pads for the defibrillator at the hall and another two for the one at the Chandos in January, these would be purchased from Defibstores at a cost of £56 plus VAT each. Cllr Lait suggested that additional defibrillators be purchased for Aston Reach, this would be added to a future agenda.	
25.141 INSURANCE It was noted that the insurance renewal fee was £6,413.23 and that this was year 2 of a 3 year deal.	

25.142 FINANCE GOVERNANCE AND PERSONNEL COMMITTEE a) The minutes of the meeting held on 9th September were noted and the recommendation with regard to the policies were agreed as follows: • To adopt the following policies with no amendments: ○ Environmental Policy ○ Grants Policy and Procedure ○ Reserves Policy ○ Trees Policy • To accept the recommendation to update the Community Engagement Policy to include use of Instagram as well as Facebook for Social Media engagement. b) The financial report had been circulated to all prior to the meeting, it was noted that the Council would have an overspend this year to be funded from reserves due to the following unexpected large costs: • Election costs for contested elections - £9,604 • Replacement ipads - £6,571.50 • Streetlight repairs - tbc but anticipated to be approximately £14,000 c) It was noted that the Assistant Clerk's appraisal had been carried out and that in accordance with her contract, salary increased by one point. d) It was noted that Parish Warden had started on 28th July and was settling into the role well. He was currently in the 3 month probation period, once this was successfully completed he would be enrolled into the Council's pension scheme which was the LGPS.	Clerk
25.143 STREET LIGHTS It was noted that the replacement streetlights had been installed and now needed to be connected to the grid. The quotes for the connection were considered and it was agreed to accept the quote of £6,550 from Sparkx. The Clerk reported that the electricity contract for the streetlights ends on 31st October. DRAX had written to advise they were unable to offer a new contract due to the low volume the lights use. If a new contract is not entered into, the contract would move to the variable rate. Utility Aid offer a service to parish councils to assist with finding a new supplier and the Clerk would contact them.	
25.144 ASTON REACH a) The Aston Reach Residents Association (ARRA) had run a summer competition for children to design no litter and speeding signs to be put up around the estate. They had requested £70 funding from the Parish Council for the sign boards and posts which would be used for this or future signs. It was AGREED to fund these. b) Cllr Popovici-Birkby raised the condition of the grassed area the Council's noticeboard was located on and requested that the Council cut and maintain this area. This was AGREED. c) Cllr Lait proposed that the Parish Council write to Buckinghamshire Council, Taylor Wimpey and First Port to request a meeting with the various parties in order to establish who was responsible for the various outstanding issues. This was AGREED, Cllrs Popovici Birkby and the Chair would attend any meeting, along with the Clerk.	
25.145 HAMPDEN FIELDS a) It was noted that the SANG in Hampden Fields would now be transferred to a land trust and not the Parish Council. Residents of Hampden Field would pay a maintenance charge to cover the costs.	

	b) Hampden Fields had asked whether or not the Parish Council would like the 3G pitches floodlit. This was AGREED. <i>Councillor Collins left the meeting.</i>	
25.146	WESTONMEAD FARM SANG The Westonmead Farm development had been amended to include SANG as now required. The developer (Bloor Homes) had offered the SANG to the Parish Council to manage in perpetuity along with a commuted sum. The information was considered and it was agreed to accept the land and commuted sum subject to it being increased to include a weekly site walkover, replacement bird/bat boxes and management reports to Bucks Council every 5 years. It was further AGREED to request that the SANG at Aston Reach was also passed to the Parish Council to manage to ensure the entire SANG was managed to a consistent standard.	
25.147	THE PADDOCKS It was noted that the land transfer from Carey's to the Parish Council had completed in August and that the Parish Council was now responsible for the open green space and playground. The commuted sum had been received into the Council's bank account. The land had been added to the schedule for the Council's current contractor, Goldleaf Groundcare.	
25.148	BARLEY CLOSE FIELD a) The report of the working group was noted and considered. It was AGREED that the gate at Elm Close was not suitable for large vehicles and to leave the elder flower in place but to clear the brambles inside the gate. It was AGREED to accept the quotes within the report as follows: • to cut the grass and hedging around the field with the change to Elm Close gateway • to repair the gate at Barley Close • to purchase hardcore for the pedestrian gateways. Once this work has been completed, the stables and shed would be assessed to identify what remedial works are necessary. The Clerk would also then seek quotes for this work and to install water points in the field to allow for watering of the fruit/nut trees once planted.	
25.149	VILLAGE HALL AND SCHOOL APPROACH a) The Assistant Clerk reported that she had approached Hampden Fields who were willing to provide and deliver tree logs to be installed along School Approach and around the car park in order to prevent dangerous parking. Cllr Lait put forward an alternative proposal for post and chain fencing. After discussion it was AGREED to accept the free logs from Hampden Fields and place these along the verge in School Approach and alongside the car park. b) The annual asbestos inspection report was noted. As per the report's recommendation, the Clerk had arranged for the space in the loft between hall and office to be filled with spray foam.	
25.150	RECREATION GROUND a) The recent ROSPA inspection for the recreation ground was considered. It was noted that the Parish Warden had completed a number of the minor repairs required. b) The request to use the recreation ground for dog training classes was considered and it was AGREED not to permit this. Complaints had been received from members of the public regarding the conduct of people running the training.	

25.156	CYCLE PATHS A local resident had requested support from the Council for an early morning event to highlight the dangers of cycling in Weston Turville. CAWT (Climate Action Weston Turville) had agreed to organise the event and it was agreed that the Parish Council would fund the hire of the hall and refreshments for the meeting.	
25.157	CLERK'S REPORT The Clerk's report was noted. It was noted that the Theatre Group would no longer be putting on a play in November and the Clerk would arrange for the return of the grant provided.	
25.158	MATTERS FOR INFORMATION a) Councillor Surgeries – Cllr Robertson reported that the surgeries were going well. Most queries could be answered at the time and a lot needed to be referred to FixMyStreet. b) Cllr Lait reported that he and Cllr Robertson had attended the ARRA meeting the previous day. Cllrs Lait and Robertson had attended the opening of the new Scout Hut. Cllr Lait asked for an indoor bowls club to be added to the agenda of the next meeting.	
25.159	DATE OF NEXT MEETING The next meeting would be on Thursday 16 th October at 7pm.	

Signed: _____ Date: 16th October 2025

Actions List

Ref	Action	Who	Update / Complete
24.142	Investigate options for flood lighting	Clerk	
25.25d	Arrange meeting with CCLA	Clerk	On hold
25.107	Purchase silver birch tree	CT	✓
25.119c	Quotes for additional planter outside office	Clerk	
25.140c	Set up direct debit with Castle Water	Clerk	✓
25.140f	Put Vodafone account in Parish Council name and order phone for Parish Warden	Clerk	
25.140g	Purchase replacement defibrillator consumables	Clerk	✓
25.143	Arrange for connection of new street lights	Clerk	✓
25.144	Reimburse ARRA for poster display materials	Clerk	✓
25.144b	Arrange for grass to be cut around the noticeboard	Clerk	✓
25.144c	Write to various parties re Aston Reach	Clerk	✓
25.146	Write to Bloor homes re SANG offer	Clerk	✓
25.148	Arrange for works at Barley Close field	Clerk	✓
25.149	Arrange for delivery of logs for School Approach	Clerk	✓
25.150b	Notify dog trainer of Council's decision	Clerk	✓
25.154a	Arrange for levels to be taken at recreation ground	Clerk	✓
25.154b	Create consultation survey for Youth Council	Clerk	✓
25.154c	Meeting with Dinton Cricket Club	GL/MB/Clerk	✓
25.154d	2026-27 Project proposals to be submitted to Clerk by 14 October	ALL	✓
25.155	Order Christmas tree	Clerk	✓
25.155	Living Christmas tree to be costed for 2026-27 project	Clerk	✓
25.157	Request return of grant	Clerk	✓

APPENDIX 1 – PAYMENTS

Date	Who	Detail	Ref	Net	Vat	Total
01/08/2025	Cloudy IT	Software licences and support	DD	£102.13	£20.43	£122.56
18/08/2025	DRAX	Streetlight electric July	DD	£284.72	£56.94	£341.66
18/08/2025	Multipay Card	See breakdown below	DD	£739.85	£140.83	£880.68
19/08/2025	OCD FM Ltd	50% replacement fire doors (min ref 25.83a)	electronic	£993.14	£198.63	£1,191.77
19/08/2025	Kompan	Zipwire maintenance (min ref 25.82b)	electronic	£2,485.55	£497.11	£2,982.66
19/08/2025	PKF Littlejohn LLP	External audit fee	electronic	£840.00	£168.00	£1,008.00
19/08/2025	Lock & Key Centre	chains and padlocks for field	electronic	£165.20	£33.04	£198.24
19/08/2025	Shield Maintenance Ltd	Dog waste service	electronic	£368.33	£73.67	£442.00
19/08/2025	Rialtas Business Solutions	Set up accounts software on new laptop	electronic	£35.00	£7.00	£42.00
19/08/2025	ELB Surveys	Annual asbestos inspection (min ref 25.60)	electronic	£450.00		£450.00
19/08/2025	Clerk	Cost claim - paint and tools	electronic	£101.06	£20.21	£121.27
19/08/2025	Cloudy IT	Replacement ipads (min ref 25.117b)	electronic	£6,571.50	£1,314.30	£7,885.80
19/08/2025	E Sharp Electrical	Streetlight repair (Penfold)	electronic	£122.41	£24.48	£146.89
19/08/2025	Buxton Press Ltd	Autumn WT Times printing	electronic	£1,027.96		£1,027.96
19/08/2025	Payroll	August Salaries	electronic	£3,920.90		£3,920.90
19/08/2025	Bucks Council	Pension contribution August	electronic	£1,189.03		£1,189.03
19/08/2025	HMRC	PAYE & NI August	DD	£983.13		£983.13
20/08/2025	5G Communications	Office landline and broadband	DD	£49.00	£9.80	£58.80
22/08/2025	Public Works Loan Board	Loan repayment	DD	£1,786.37		£1,786.37
31/08/2025	Unity Bank	Banking fees for July	DD	£9.30		£9.30
01/09/2025	Cloudy IT	Software licences and support	DD	£102.13	£20.43	£122.56
16/09/2025	DRAX	Streetlight electric August	DD	£328.45	£65.68	£394.13
16/09/2025	Multipay Card	See breakdown below	DD	£572.10	£111.04	£683.14
18/09/2025	Castle Water	Water supply for Barley CI field	electronic	£7.58	£1.52	£9.10
18/09/2025	Swift UK	PPE clothing for Parish Warden	electronic	£182.25	£36.45	£218.70
18/09/2025	Cllr Dawkins	Cost claim - items for Halloween event	electronic	£10.00		£10.00
18/09/2025	Gallaghers	insurance renewal	electronic	£6,413.23		£6,413.23
18/09/2025	BALC	CILCA course fee for Asst Clerk	electronic	£360.00		£360.00
18/09/2025	Glasdon	Replacement bollard (min 25.119cc)	electronic	£285.19	£57.04	£342.23
18/09/2025	Buckinghamshire Council	Election charges	electronic	£9,605.00		£9,605.00
18/09/2025	Lengthsman	Village tidying July	electronic	£180.00		£180.00
18/09/2025	Lengthsman	Village tidying August	electronic	£248.00		£248.00
18/09/2025	Shield Maintenance Ltd	Dog waste service	electronic	£368.33	£73.67	£442.00
18/09/2025	Patrick Stileman Ltd	Tree inspection report (min 25.122)	electronic	£960.00	£192.00	£1,152.00
18/09/2025	JW Mowing Services	Remove toddler unit from park (25.120a)	electronic	£185.00		£185.00
18/09/2025	Lock & Key Centre	2 x keys for café	electronic	£39.90	£7.98	£47.88
18/09/2025	UK Security Group	download cctv footage for police	electronic	£85.00	£17.00	£102.00
18/09/2025	Pyrotec	Annual fire alarm maintenance (25.117c)	electronic	£210.00	£42.00	£252.00
18/09/2025	Assistant Clerk	Cost claim - items for Halloween event	electronic	£87.44		£87.44
18/09/2025	Play Inspection Company	Quarterly playground inspection	electronic	£265.00	£53.00	£318.00
18/09/2025	Payroll	September salaries	electronic	£3,777.51		£3,777.51
18/09/2025	Bucks Council Pensions	Pension contribution September	electronic	£1,058.15		£1,058.15
19/09/2025	5G Communications	Office landline and broadband	DD	£49.00	£9.80	£58.80
30/09/2025	Unity Bank	Banking fees for August	DD	£10.35		£10.35
30/09/2025	HMRC	PAYE & NI September	DD	£822.94		£822.94
TOTAL				£48,437.13	£3,252.03	£51,689.16

Multipay Card - 2nd August 2025
statement

Date	Paid To	Detail	Net	Vat	Total
09/07/2025	Amazon	A4 Laminator	£15.83	£3.16	£18.99
10/07/2025	Amazon	Gavel and block	£9.49	£1.90	£11.39
16/07/2025	Lenovo	Laptop for clerk (min ref 25.97c)	£575.84	£115.17	£691.01
17/07/2025	Post Office	Stamps and special delivery to solicitor	£22.67		£22.67
22/07/2025	Amazon	Stationery and diaries	£64.83	£12.96	£77.79
24/07/2025	Amazon	Stationery	£37.27	£5.46	£42.73
31/07/2025	Wickes	Tools for parish warden	£6.25	£1.25	£7.50
01/08/2025	Post Office	Special delivery to solicitor	£4.67	£0.93	£5.60
04/08/2025	Unity Bank	monthly fee	£3.00		£3.00
Total			£739.85	£140.83	£880.68

Multipay Card - 2nd August 2025
statement

Date	Paid To	Detail	Net	Vat	Total
07/08/2025	Land Registry	Check title	£14.00		£14.00
07/08/2025	Amazon	Tape measure, spirit level, zipties	£26.45	£5.31	£31.76
21/08/2025	Office Furniture Online	Desk/chair for office	£212.00	£42.40	£254.40
26/08/2025	Naturespy	Wildlife cameras (min 25.123b)	£316.65	£63.33	£379.98
02/09/2025	Unity Bank	monthly fee	£3.00		£3.00
Total			£572.10	£111.04	£683.14

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.

- **White Gates**

The white gates for Marroway and Worlds End Lane will be installed at the end of September/early October.

- **Museum for historical archives**

The Historical Society have confirmed they have no objections to the archive being displayed in a museum at the hall but have no capacity to help run the museum.

- **Accident at the recreation ground**

A child fell from the Big Rig monkey bars in the outdoor gym and suffered a broken arm.

- **Best Kept Village Competition**

The results of the BKV 2025 competition have been announced, the winner was Seer Green with 198 out of 200. Weston Turville received 178/200.

- **Devolved Services**

Bucks Council are yet to write to parishes with their proposal for devolved services from April 2026. At a recent clerks meeting some parishes reported they had already withdrawn from devolved services and others were considering that as the funding provided by Bucks only covered approximately 50% of the costs of providing the service.

- **Weston Turville Theatre Group**

The theatre group have postponed their production from November to May 2026 due to the recovery period for an injury sustained by one of the organisers.

- **New Road – road closure**

There will be temporary traffic lights on New Road from Mon 22nd Sept for two weeks, to start the construction of the two new junctions

This will be followed by a four-week, full road closure from Mon 6th October to complete the junctions and to install drainage. Drainage is to be installed along New Rd between where it will be crossed by the SLR to the North junction

The above dates are all subject to Southern Gas Networks working to their agreed programme.