

**Minutes of the Meeting of Weston Turville Parish Council held on 18<sup>th</sup> January 2024 at Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: M Baylis, R Blackmore, M Collins, L Cook, S Dawkins, M Jarvis and C Terry  
 Clerk: Sarah Copley  
 Assistant Clerk: Francesca Beato  
 Public Attendance: 6

No.	Minute	Action
24.1	<p><b>ELECTION OF CHAIR</b></p> <p>It was unanimously AGREED that Cllr Blackmore be elected as Chair. Cllr Blackmore duly signed the acceptance</p>	
	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>One resident asked about a new piano for the hall and was advised that an application was being submitted by the Village Hall charity for a grant from HS2.</p> <p>A resident observed that the October minutes were not on the website, the Clerk would rectify this.</p>	
24.2	<p><b>APOLOGIES</b></p> <p>No apologies, all present.</p>	
24.3	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) There were no declarations of interest.          b) There were no dispensation requests.</p>	
24.4	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>It was RESOLVED to accept the minutes of the meeting held on 16<sup>th</sup> November 2023 as a true record and the minutes were duly signed by the Chair.</p>	
24.5	<p><b>PARISH COUNCILLOR VACANCIES</b></p> <p>a) The resignations of Cllrs Fincham and Watson was noted. The Clerk reported that the vacancies had been advertised in accordance with legislation. If no election was requested, the vacancies would be filled by co option.          b) There had been no applications to be co opted to the Council to fill the third vacancy.</p>	
24.6	<p><b>PROFESSIONAL MEMBERSHIP SUBSCRIPTIONS</b></p> <p>a) It was RESOLVED to resubscribe to Breakthrough Communications "Council Hive Service" at a cost of £699.          b) The current subscriptions were reviewed and it was RESOLVED to continue with the following for 2024-25:</p> <ul style="list-style-type: none"> <li>• Bucks and Milton Keynes Association of Local Councils</li> <li>• Society for Local Council Clerks – for both Clerk and Assistant Clerk</li> <li>• Open Spaces Society</li> <li>• Information Commissioner's Office (Data Protection)</li> <li>• Community Impact Bucks</li> <li>• Council Hive Service</li> </ul>	



24.13	<p><b>RECREATION GROUND AND VILLAGE HALL CAR PARK</b></p> <p>a) Car park drainage – the quotes to improve the drainage in the car park were considered and it was RESOLVED to accept the quote from SLN to carry out both the drainage work and pothole repairs.</p> <p>b) Path around recreation ground – the quotes from structural engineers to inspect the path and make recommendations to improve the surface were considered and it was RESOLVED to accept the quote from Beal UK.</p> <p>c) Surface in play area – the play company had made good all issues highlighted in the ROSPA inspection but although the double gates had been adjusted to their highest level, it was still catching on the ground and the engineer had recommended removing the grass and putting in surfacing similar to that by the single gate. The quotes received were considered and it was RESOLVED to accept the quote from Safe and Sound.</p>	<p>FB</p> <p>FB</p> <p>Clerk</p>
24.14	<p><b>WESTON TURVILLE TIMES</b></p> <p>The resignation of the editor was noted and thanks recorded for their work. The Clerk reported that the response to the request for volunteers to deliver the magazine had been very successful. After discussion it was agreed to continue producing the magazine and that Cllr Cook would edit it with assistance from the Clerk and Assistant Clerk.</p>	
24.15	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>Cllr Cook reported that she had a good response to join the steering group, the first meeting would be arrange for February when the group would consider the scope for the review and make a recommendation to the Parish Council on which consultant to use. Cllrs Cook, Baylis and Blackmore would sit on the steering group.</p>	
24.16	<p><b>PLANNING AND HIGHWAYS COMMITTEE</b></p> <p>The minutes of the previous week’s meeting were noted. It was noted that the committee would require a new Chairman following the resignation of Cllr Watson and that further committee members were needed.</p> <p>The parking issues reported at that meeting were discussed and it was agreed to contact Aylesbury Fire service for their advice.</p>	
24.17	<p><b>HAMPDEN FIELDS</b></p> <p>Cllr Collins and the Clerk had met with the Hampden Fields project manager earlier that week. Reserved matters applications had not yet been determined by the planning authority. The proposed layout for Woodlands roundabout were noted.</p> <p>The Council was asked to consider whether to divert some of the skate park funding to the Bedgrove bmx pump track and resolved not to agree to this request.</p>	
24.18	<p><b>CLERK’S REPORT AND CORRESPONDENCE</b></p> <p>a) The Clerk’s report was noted and is attached to these minutes as appendix B.</p> <p>b) The confirmation of road names for Westonmead Farm site was noted.</p>	
24.19	<p><b>MATTERS FOR INFORMATION</b></p> <p>No matters raised under this item.</p>	
24.20	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would take place on Thursday 15<sup>th</sup> February 2024.</p>	

24.21	<b>CONFIDENTIAL ITEMS</b>  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.	
24.22	<b>COUNCIL STATEMENT</b>  The draft statement was considered and agreed subject to getting advice from Bucks legal department first.	

Signed: \_\_\_\_\_ Date: 15<sup>th</sup> February 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	Awaiting response from Scottish Power
23.131	Quotes for bat and bird survey	Clerk	
23.158	Submit planning application for café at the hall	Clerk	With architect
23.171	Investigate options for new bank account	Clerk	
23.174b	Order 3 MVAS groundscrews	Clerk	✓
23.178c	Arrange full council training with BALC	Clerk/GF	
24.7	Raise issue of weeds in the road with Bucks Council	MC	
24.8	Submit precept demand	Clerk	✓
24.10b	Order Chairman badge	Clerk	✓
24.10c	Designs and costs for signage at The Glebe	Clerk	✓
24.11	Adverts for community events for WT Times	FB	✓
24.12	Place order for dog and litter bins	Clerk	
24.13a	Arrange for car park maintenance	FB	✓
24.13b	Arrange for structural engineer inspection of path	FB	✓
24.13c	Place order for surface by double gates to play area	Clerk	✓
24.22	Send statement to legal for advice	Clerk	✓

## APPENDIX 1 – PAYMENTS LIST

Date	Payee	Description	Type	Net	VAT	Total
06/12/2023	Cloudy IT	IT licences and support	DD	£73.00	£14.60	£87.60
18/12/2023	All Topps Roofing	Gutter clearance and repair	electronic	£120.00	£0.00	£120.00
18/12/2023	Cllr Terry	Cost claim - tree and compost	electronic	£65.00	£13.00	£78.00
18/12/2023	Parish Online	2024 subscription	electronic	£162.00	£32.40	£194.40
18/12/2023	Buxton Press Ltd	WT Times winter edition	electronic	£984.61		£984.61
18/12/2023	SLCC	Training courses for Clerk	electronic	£360.00	£72.00	£432.00
18/12/2023	E Sharp Electrical	Street light repair - Barley Close	electronic	£119.45	£23.89	£143.34
18/12/2023	Kompan	Playground repairs (minute 23.121) Scrub clearance The Glebe right of way (minute 23.113)	electronic	£2,109.39	£421.87	£2,531.26
18/12/2023	Chiltern Rangers		electronic	£800.00	£160.00	£960.00
18/12/2023	Pyrotec	upgrades to fire alarm system (minute 23.116)	electronic	£2,490.00	£498.00	£2,988.00
18/12/2023	JW Mowing Services	Repair to bench opposite Chandos & plant tree Recharge for use of fire extinguisher (picnic bench)	electronic	£170.09		£170.09
18/12/2023	WT Village Hall		electronic	£175.62		£175.62
18/12/2023	Lengthsman	Village tidying November	electronic	£475.00		£475.00
18/12/2023	HMRC	PAYE & NI December	electronic	£543.83		£543.83
18/12/2023	Payroll	December Payroll	electronic	£2,484.29		£2,484.29
18/12/2023	Bucks Council	Pension contribution - December	electronic	£880.51		£880.51
19/12/2023	DRAX	streetlight electric November	DD	£347.13	£69.43	£416.56
20/12/2023	DRAX	streetlight electric November	DD	£36.84	£1.84	£38.68
20/12/2023	5G Communications	Landline and broadband	DD	£40.06	£8.01	£48.07
02/01/2024	Cloudy Group	IT licences and support	DD	£73.00	£14.60	£87.60
10/01/2024	BAS Associates	Payroll Q4	DD	£114.00	£22.80	£136.80
18/01/2024	Lengthsman	Village tidying - December	electronic	£165.00		£165.00
18/01/2024	Windowflowers	Planter displays	electronic	£572.00	£114.40	£686.40
18/01/2024	Pyrotec Services	Callout for false fire alarm issue	electronic	£230.00	£46.00	£276.00
18/01/2024	Chubb Fire & Security	Fire extinguisher annual maintenance	electronic	£125.06	£25.01	£150.07
18/01/2024	Cllr Dawkins	Cost claim - mince pies for carols event	electronic	£26.89		£26.89
18/01/2024	HMRC	PAYE & NI	electronic	£524.87		£524.87
18/01/2024	Payroll	January Payroll	electronic	£2,503.25		£2,503.25
18/01/2024	Staff	Cost claims - carols refreshments and stationery	electronic	£52.86		£52.86
18/01/2024	Bucks Council	Pension contribution - December	electronic	£880.51		£880.51
18/01/2024	DRAX	streetlight electric December	DD	£358.71	£71.74	£430.45
18/01/2024	DRAX	streetlight electric December	DD	£38.08	£1.90	£39.98
18/01/2024	Breakthrough Communications	Council Hive subscription 2024	electronic	£699.00	£139.80	£838.80
19/01/2024	5G Communications	Landline and broadband	DD	£40.06	£8.01	£48.07
<b>TOTAL</b>				<b>£18,840.11</b>	<b>£1,759.31</b>	<b>£20,599.42</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.

- Speedwatch training is being organised with Thames Valley Police for the volunteers who have come forward following recently article in WT Times and on Facebook.
- There is an issue with the fire alarm at the village hall going off, we have been in contact with Pyrotec who have been to site to try to resolve the issue. The problem seemed to be dust and cobwebs in the attic areas setting off the alarm, the sensors have been taken apart and cleaned and sensitivity reduced.
- There have been some issues of anti social behaviour in the village hall car park – cars doing donuts etc late evening. Unfortunately the number plates could not be read on the ANPR camera, the camera has been since been adjusted.
- MVAS Ground screws - The local area technician has now approved the locations for the MVAS ground screws so the order will be placed once the stat plans have been provided.
- White Gates – the local area technician has been consulted on the locations for white gates. He will now carry out a site visit to measure up the most appropriate sizes before he can approve the sites.

### S106 Funding

Funding applications for the table tennis table, outdoor gym and solar panel batteries have been approved by Bucks Council.

The table tennis table order has been placed with a provisional installation date of 15<sup>th</sup> April, depending on weather and ground conditions.

Outdoor gym tender is currently live, 4 companies have been in contact to date, formal tenders awaited.

JoJu Solar who installed the solar panel system are going to do a site visit to assess the best location for the battery before submitting their formal quote.

### Weston Turville Times

The plea in the last issue for volunteers to deliver the magazine was a huge success and we now have enough volunteers to cover all the rounds and a reserve list to cover if someone is unable to do their round.

### Upcoming meetings

BALC Parish Liaison Meeting on 24<sup>th</sup> January at The Gateway, Aylesbury (in person)

Wendover Community Board meeting on 22<sup>nd</sup> February (in person)

### Training Courses booked January – March 2024

Date	Course	Attendee
10 <sup>th</sup> January	Guide to the Appraisal Process (SLCC) – 1 hour online course	Clerk
17 <sup>th</sup> January	Website Accessibility (BALC – Free course)	Clerk
24 <sup>th</sup> January	Providing ecological and community engagement advice for Town and Parish Councils (BALC – Free course)	Clerk Cllr Laura Cook
26 <sup>th</sup> January	Locality – Future of Neighbourhood Planning (BALC Free Course)	Assistant Clerk
26 <sup>th</sup> January & 9 <sup>th</sup> February	People Management (SLCC) – 2 x 1 hour online training course	Clerk
22 & 29 Feb	Carbon Literacy Qualification (SLCC)	Clerk
5/12/19 March	First Time Managers (SLCC) – 3 x 1 hour training course	Clerk
6 <sup>th</sup> March	Playground Inspection training and certification	Clerk & Assistant Clerk
26 <sup>th</sup> March	Civility and Respect: Personal Resilience (SLCC)	Clerk