

Minutes of the Meeting of Weston Turville Parish Council held on 15th February 2024 at Weston Turville Village Hall.

PRESENT:

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

Clerk: Sarah Copley

Public Attendance: Three members of public

No.	Minute	Action
	<p>OPEN FORUM FOR PARISHIONERS</p> <p>A resident said that he had withdrawn his application for co-option but intended to reapply. He also said he had not received an invitation to this meeting, the Clerk apologised for this oversight.</p>	
24.23	<p>APOLOGIES</p> <p>Apologies had been received from Cllrs Baylis and Dawkins.</p>	
24.24	<p>DECLARATIONS OF INTEREST</p> <p>a) Cllr Jarvis declared an interest in item 24.37b b) There were no dispensation requests.</p>	
24.25	<p>THAMES VALLEY POLICE</p> <p>There was no representation from Thames Valley Police due to operational matters.</p>	
24.26	<p>ELECTION OF VICE CHAIR</p> <p>It was agreed to defer this item to the next meeting.</p>	
24.27	<p>MINUTES OF PREVIOUS MEETING</p> <p>It was RESOLVED to accept the minutes of the meeting held on 18th January 2024 as a true record and the minutes were duly signed by the Chair.</p>	
24.28	<p>PARISH COUNCILLOR VACANCIES</p> <p>There were three vacancies eligible for co-option. Two applications had been received but both subsequently withdrawn.</p>	
24.29	<p>COMMITTEE MEMBERSHIPS</p> <p>Due to recent resignations it was necessary to appoint additional committee members. Committee membership was agreed as:</p> <p>a) Planning and Highways Committee – Cllrs Baylis, Cook, Dawkins, Jarvis and Terry. b) Finance Governance and Personnel – Cllrs Blackmore, Collins and Terry</p>	
24.30	<p>FINANCES</p> <p>a) The list of payments for February attached as appendix 1 was approved. b) The bank reconciliation and finance report were NOTED. c) Bank signatories – it was agreed that the bank mandate be updated and the following would be signatories on the bank account: Cllrs Baylis, Jarvis, Terry and Blackmore. The clerk would remain a signatory in order to set up payments and liaise with the bank.</p>	Clerk

	d) Employee Assistance Programme – it was AGREED to extend membership of this programme to include councillors as well as staff members. The cost was £8.10 per person per annum.	Clerk
24.31	EVENTS a) Easter Event – it was agreed to set a budget of £400 for this event to cover costs of Easter eggs, games and plants for the event. b) Annual Parish Meeting – it was agreed that Cllr Terry would make the arrangements for the buffet with a budget of £200. Speakers would be invited to give a short presentation, local groups would be invited to speak. c) D Day 80 Commemoration – Cllr Collins and Cook talked through the draft plan for a showing of old footage, speaker and exhibits of the time. The event would be free to attend but would have to be booked on first come basis. A light buffet to be provided. Quotes would be sought in order to create a budget for the event, Community Board to be approached for funding.	MC/LC/ FB
24.32	THE GLEBE FIELD It was agreed to purchase the two signs for the gates and 4 signs for the maintenance paths as proposed by Cllr Cook.	Clerk
24.33	WILDFLOWERS It was agreed to purchase wildflower seeds and plugs as recommended by the Chiltern Society for the wildflower areas by the war memorial and in the recreation ground. The total would be £249 plus postage.	Clerk
24.34	TREES The request from a resident to provide species name plaques for the new trees was considered and it was AGREED to purchase 8 name plaques at a cost of £4.49 each plus postage.	Clerk
24.35	WHITE GATES The Clerk outlined the process to apply for funding from the Community Board for white gates. She was currently collecting up to date data of volume and speed of cars for the three roads. It was noted that the Local Area Technician had approved white gates for Worlds End Lane and Marroway but was looking at alternative solutions for New Road as the verge was too narrow for gates.	
24.36	STREET FURNITURE The bench located at the bus stop in Worlds End Lane, near the junction of Wendover Road was in poor condition and the bin had been damaged and removed. The quote for replacements was considered and it was AGREED to go ahead with a replacement bench and a large floor standing bin, rather than the smaller post mounted bin.	Clerk
24.37	PLANNING MATTERS a) RAF Halton – Buckinghamshire Council were currently consulting on the redevelopment of RAF Halton. Wendover Parish Council had contacted neighbouring parishes to suggested a collaborative response. It was agreed to support Wendover’s response and that Cllr Cook and the clerk would add to the response a request for no construction traffic through the village.	

<p><i>Cllr Jarvis left the room for the next item.</i></p> <p>b) Application 24/00336/APP 125b Aston Clinton Road – this application was considered and it was agreed to object due to loss of amenity space and change of use to storage of building materials which could lead to contamination of the area.</p> <p><i>Cllr Jarvis returned to the meeting.</i></p>	Clerk
<p>24.38 FIRE ALARM SYSTEM</p> <p>It was AGREED to accept the quote of £945 to move the fire alarm control panel into the main hall building in order for it to be more accessible.</p>	Clerk
<p>24.39 CLERK'S REPORT AND CORRESPONDENCE</p> <p>The Clerk's report was noted and is attached to these minutes as appendix B. Cllr Jarvis raised some queries for the solar company regarding the proposal to locate the batteries in the loft which would be referred back to them for a response.</p>	Clerk
<p>24.40 MATTERS FOR INFORMATION</p> <p>Cllr Collins reported that Bucks Council would be setting their budget the following week.</p> <p>Cllr Cook reported that she had attended an excellent course hosted by BALC on ecological surveys.</p> <p>Cllr Cook asked that changing the website be added to the next agenda as the current website was not particularly easy to navigate on mobile devices.</p> <p>Cllr Cook reported that the School PTA were keen to work with the parish council on community events and she would be meeting their representative to find out more the following week.</p> <p>The Chair reported that she had been contacted by one of the householders who shared a boundary with the recreation ground with regard to a rat infestation. The Clerk would contact pest control to find out what options were available to deal with this.</p>	
<p>24.41 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would take place on Thursday 21st March 2024.</p>	
<p>24.42 CONFIDENTIAL ITEMS</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>24.43 OUTDOOR GYM TENDERS</p> <p>The tenders were reviewed, Cllrs Cook and Terry gave an report on visits to local outdoor gyms to view equipment.</p> <p>It was agreed that two tenders were shortlisted and further enquiries made before making the final decision at the March meeting. It was further agreed that rubber mulch flooring was the preferred option and not grass matting.</p>	
<p>24.44 LENGTHSMAN CONTRACT</p> <p>It was unanimously agreed to extend the Lengthsman's contract for a further year.</p>	

Signed: _____ Date: 28th March 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	
23.171	Investigate options for new bank account	Clerk	✓
23.178c	Arrange full council training with BALC	Clerk/GF	
24.7	Raise issue of weeds in the road with Bucks Council	MC	
24.12	Place order for dog and litter bins	Clerk	✓
24.30c	Amend bank signatories	Clerk	✓
24.30d	Arrange employee assistance programme to cover councillors and staff	Clerk	✓
24.31c	Quotes for D Day event	Assist Clerk	✓
24.32	Place order for Glebe signs	Clerk	✓
24.33	Place order for wildflowers	Clerk	✓
24.34	Place order for tree plaques	Clerk	✓
24.36	Place order for bench and litter bin for Worlds End Lane	Clerk	✓
24.37a	Draft council's response to RAF Halton consultation	LC / Clerk	✓
24.37b	Submit council's response to application 24/00336/APP	Clerk	✓
24.38	Place order for moving fire alarm control panel	Clerk	✓
24.39	Raise queries with solar panel company re battery site	Clerk	✓

APPENDIX 1 – PAYMENTS LIST

PAYMENTS

Date	Payee	Detail	Net	Vat	Total
02/02/2024	Cloudy Group	IT licences and support	£73.00	£14.60	£87.60
15/02/2024	Wybone Ltd	Dog waste bins x 3	£720.94	£144.19	£865.13
15/02/2024	Kidd Rapinet	Legal - title plans for hall registration	£100.00		£100.00
15/02/2024	Pyrotec Services Ltd	Call out for fire alarm	£47.50	£9.50	£57.00
15/02/2024	Ramblers Association	3 x gates to replace stiles	£1,350.00		£1,350.00
15/02/2024	JW Mowing	Re-install the bollard	£60.00		£219.00
		Remove fallen tree from across path	£159.00		
15/02/2024	Diocese of Oxford	The Glebe rent 2022-23 and 2023-24	£200.00	£40.00	£240.00
15/02/2024	Lengthsman	Village tidying January	£255.00		£255.00
15/02/2024	Payroll	February payroll	£2,503.45		£2,503.45
15/02/2024	Clerk	Cost claim - Easter event/stationery/cable cover	£132.69	£26.55	£159.24
15/02/2024	HMRC	PAYE & NI February	£524.67		£524.67
15/02/2024	Bucks Council	Pension	£879.51		£879.51
15/02/2024	Buxton Press	WT Times Spring issue	£1,027.96		£1,027.96
15/02/2024	ETC Sports	Annual tennis court clean/maintenance	£800.00	£160.00	£960.00
15/02/2024	Bucks Council	Planning application fee - CAFÉ	£353.00		£353.00
19/02/2024	DRAX	Streetlight electricity January	£396.79	£73.64	£470.43
20/02/2024	5G Communications	Landline and broadband	£46.23	£9.24	£55.47
22/02/2024	PWLB	Local repayment	£1,786.37		£1,786.37
TOTAL			£11,416.11	£477.72	£11,893.83

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 field path – the surveyor inspection was due to be carried out in March.
- Café – the planning application is live.
- Complaints have been received about an overgrown tree at the junction of Church Lane and School Lane. Volunteers from the allotments association have offered to trim it back to improve visibility at the junction.
- The boilers in the main hall and parish office had annual service on 1st February.
- Registration of playing fields and village hall – the Land Registry have requested a map showing the area to be registered and the areas leased to the village hall charity. The cost for a surveyor to produce the title plan map is £100.
- Third phase electric supply to hall – a complaint has been registered with Scottish Power over their lack of action on the request, they have stated they will provide a date for an engineer to carry out the work within the next 3 weeks.