

**Minutes of the Meeting of Weston Turville Parish Council held on 17<sup>th</sup> November 2022 at Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: M Baylis, R Blackmore, L Cook, G Fincham, E Martinez, C Terry and M Watson

Clerk: Mrs Sarah Copley

One member of public

<p><b>22.154 OPEN FORUM FOR PARISHIONERS</b></p> <p>The resident in attendance queried the process and timetable for the election of a parish councillor and asked about the current status of the e-petition regarding the reduction of the speed limit in Church Lane.</p>	
<p><b>22.155 APOLOGIES AND ANNOUNCEMENTS</b></p> <p>Apologies were received from Cllr Jarvis and Cllr Dawkins, the meeting was chaired by Cllr Fincham.</p> <p>Bucks Cllr Collins also sent his apologies for the meeting.</p>	
<p><b>22.156 DECLARATIONS OF INTEREST</b></p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
<p><b>22.157 PARISH COUNCILLOR VACANCY</b></p> <p>There had been no nominations for the election scheduled for 24<sup>th</sup> November. The election would be re-run, with deadline for nominations being 6<sup>th</sup> December and polling date 5<sup>th</sup> January 2023.</p> <p>It was agreed to approve artwork for polling cards to avoid any delay or incidence of voters not receiving their polling card in time. The cost for this was £175 – this cost would be incurred whether or not nominations were received.</p> <p>It was noted that as the electorate had requested the vacancy be filled by election, the Council would not be able to co-opt. If no nominations were received again, a new election would be scheduled, this process would continue until such time someone came forward to stand as a parish councillor.</p>	
<p><b>22.158 MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the meeting held on 20<sup>th</sup> October 2022 were agreed and signed by the Chair.</p>	
<p><b>22.159 POLICY AND RESOURCES COMMITTEE</b></p> <p>a) The draft minutes of the Policy and Resources Committee were noted. b) The draft budget was discussed. It was noted that some costs were still awaited and that the budget and precept would be finalised and agreed at the January meeting. c) Risk Assessment – the risk assessment as recommended by the Policy and Resources Committee was agreed. d) The amendment to the Scheme of Delegation was AGREED.</p>	

<p><b>22.160 FINANCIAL MATTERS</b></p> <p>a) The list of payments totalling £18,220.00 was approved as listed in appendix 1. It was noted that:</p> <ul style="list-style-type: none"> <li>• NALC had agreed the 2022-23 pay settlement which was backdated to 1<sup>st</sup> April, this had been included in the November payroll</li> <li>• Bucks Council had paid s106 funds twice in error and the list included the payment to return this</li> </ul> <p>b) The bank reconciliation and finance report were noted.</p> <p>c) It was AGREED to purchase a copy of the 13<sup>th</sup> Edition of Local Council Administration from BALC.</p>	Clerk
<p><b>22.161 DEVOLVED SERVICES</b></p> <p>The correspondence from Bucks Council was considered and it was unanimously AGREED to continue with the existing arrangements and to extend the devolved services contract to March 2024.</p>	
<p><b>22.162 PROJECTS UPDATE</b></p> <p>a) <b>Recreation ground</b></p> <p><u>Landscaping:</u></p> <ul style="list-style-type: none"> <li>• The grass in the wildflower meadow had been cut and yellow rattle seed planted.</li> <li>• The whips being given to parishes were ready for collection from High Wycombe – the resident present offered to collect these and that offer was gratefully accepted.</li> <li>• The two new picnic benches had been delivered and would be installed the following week.</li> </ul> <p><u>New Leisure Facilities</u></p> <p>The consultation on ideas for new leisure facilities was in the Winter issue of the Weston Turville Times and the results would be reviewed in the new year.</p> <p>b) <b>Provision of Café at the Village Hall</b></p> <p><u>Temporary Cafe</u></p> <p>Cllrs Jarvis and Fincham had met with the resident who had requested to set up a café at the hall and suggested a container be used to provide temporary facilities until an extension built to accommodate a permanent café. The costs to set up the temporary café would be borne by the resident. It was agreed that an application for permitted development be submitted to Bucks Council for this and to seek advice from a solicitor to draw up a lease. The Clerk would seek quotes for the legal work. Cllr Baylis offered to assist with queries to the resident.</p> <p><u>Extension to hall</u></p> <p>Cllr Terry and the Clerk had met with the architect who was drawing up two proposals for the Council to consider.</p> <p>c) <b>Warm Spaces</b></p> <p>It was noted that the hall would be open on Tuesday and Thursday afternoons during December to March. A resident was leading on this and recruiting volunteers to help out, he had provided a risk assessment.</p>	Clerk
<p><b>22.163 CHRISTMAS EVENT</b></p> <p>A Christmas event would be held on Friday 9<sup>th</sup> December to include the Christmas tree lights being turned on, carols around the tree, the village choir and flutists would also be in attendance. It was AGREED to set a budget for refreshments of £500.</p>	

<p><b>22.164 RECREATION GROUND AND SCHOOL APPROACH</b></p> <p>The Clerk reported that the gulleys in School Approach were blocked which resulted in large puddles forming during the recent heavy rain. The company who cleared them previously had provided a quote of £675 for this work. It was AGREED to accept this and get the work carried out as soon as possible.</p> <p>a) Tree works - the quotes received to carry the tree maintenance identified at the recent inspection were considered and it was AGREED to accept the quote from P Kernan Tree Surgery.</p> <p>b) Street light – one of the street lights in School Approach had been knocked over. The incident was captured on CCTV and had been reported to police and the insurance company. A new post and lamp would be required, one quote had been received to date for this of £725, two were required by insurance company. Subsequent to reporting the incident, it had been discovered that the damage had been caused by a contractor installing a new fence for a property backing onto School Approach. The resident had not contacted the parish council to request permission for his contractor to work on parish land rather than from his garden. It was agreed to write to the resident.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>22.165 PLANNING COMMITTEE</b></p> <p>The minutes of the meeting held on 10<sup>th</sup> November were noted.</p>	
<p><b>22.166 CLIMATE WORKING GROUP</b></p> <p>The minutes of the meeting held on 27<sup>th</sup> October were noted.</p>	
<p><b>22.167 CORRESPONDENCE</b></p> <p>The email received from a local youth requesting lighting for the skate park was considered. It was agreed to look into costs and use of s106 funds for this.</p>	<p>Clerk</p>
<p><b>22.168 REPORT OF CHAIRMAN AND CLERK</b></p> <p>Cllr Fincham reported that the Council had been contacted by Hampden Fields with regard to verbal abuse directed at archaeologists working on the site, a car blocking the access and way markers and fencing being removed. They had reported this to the Police.</p> <p>The Clerk's report was noted and is attached as appendix 2 to the minutes.</p>	
<p><b>22.169 MATTERS FOR INFORMATION</b></p> <p>Cllr Watson reported that he would be meeting with the members of the ramblers association to look at the stiles that had been requested to be replaced with gates, he would report back at the next meeting. It had been suggested that s106 funds may be able to be used for this purpose, the Clerk would enquire but advised that s106 funds were allocated to certain sport and leisure provision at the time planning permission was granted.</p> <p>Cllr Watson reported that there had been two couples and the scouts at the recent litter pick. The most prolific litter at the recreation ground had been dog waste bags thrown into hedges, Cllr Watson offered to write an article for the next magazine.</p>	
<p><b>22.170 DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would be held on Thursday 19<sup>th</sup> January 2023 at 7pm.</p>	
<p><b>22.171 CONFIDENTIAL ITEMS</b></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><b>22.172 GROUNDS MAINTENANCE CONTRACT</b></p> <p>The tenders received were reviewed. After discussion it was agreed that the costs quoted were too high and that the frequency of grass cuts would need to be reduced. The playground inspections would also be removed from the contract and remain with the Clerk. It was AGREED that subject to these changes, Goldleaf Groundcare be offered the grounds maintenance work for the next 3 years.</p>	
<p><b>22.173 STAFFING MATTERS</b></p> <p>a) The Clerk's request to reduce her hours was AGREED and this would take effect once an assistant was recruited.</p> <p>b) It was agreed to recruit an assistant clerk for 20 hours per week, the job description and salary scale LC2 SCP 13-17 was agreed.</p>	

Signed: \_\_\_\_\_ Date: 19<sup>th</sup> January 2023

**Actions List**

Ref	Action	Who	Update / Complete
22.30	Planting scheme for village green near war memorial	GF	On hold
22.45	Registration of village hall and playing field	Clerk	In progress
22.95d	Investigate Smart Export Guarantee for solar panels	Clerk	✓
22.96c	Options for silent cinema event	MJ	
22.140	Submit grant application for chat bench	Clerk	
22.160	Order Local Council Administration book	Clerk	✓
22.162	Submit application for permitted development for temp café	Clerk	✓
22.162	Quotes for legal services for the lease	Clerk	✓
22.164	Book date for gulleys to be cleared	Clerk	✓
22.167	Look into costs for lighting for the skate park and MUGA	Clerk	
22.173	Advertise vacancy	Clerk	✓

## Appendix 1 – Payments

PAYMENTS						
26/10/2022	JW Mowing Services	Fell dead ash tree	electronic	£800.00		£2,300.00
		Christmas tree and lights		£1,500.00		
02/11/2022	Cloudy IT	IT licences and support	electronic	£65.60	£13.12	£78.72
17/11/2022	Lengthsman	tidying public areas	electronic	£500.00		£500.00
17/11/2022	BALC	Climate conference - Clerk & Cllr Blackmore	electronic	£50.00		£50.00
17/11/2022	Bucks Council	Repay s106 funds paid to PC twice in error	electronic	£5,738.39		£5,738.39
17/11/2022	Pyrotec	Fire alarm maintenance Oct 22 - Sept 23	electronic	£184.00	£36.80	£220.80
17/11/2022	Glasdon UK Ltd	2 picnic benches	electronic	£2,005.58	£401.12	£2,406.70
17/11/2022	Chubb Fire & Security	Fire extinguisher contract	electronic	£120.60	£24.12	£186.48
17/11/2022		Fire extinguisher service charge	electronic	£34.80	£6.96	
17/11/2022	Buxton Press	WT Times winter edition printing	electronic	£982.63		£982.63
17/11/2022	Clerk	November salary, back pay and cost claim	electronic	£2,867.16	£3.17	£2,870.33
17/11/2022	HMRC	PAYE & NI	electronic	£1,256.73		£1,256.73
17/11/2022	Bucks Council	Pension contribution	electronic	£1,158.79		£1,158.79
18/11/2022	DRAX	street light electricity October	DD	£38.08	£1.90	£39.98
18/11/2022	DRAX	street light electricity October	DD	£358.71	£71.74	£430.45
<b>TOTAL</b>				<b>£17,661.07</b>	<b>£558.93</b>	<b>£18,220.00</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.

- **Training courses** – BALC will be running several courses in January, including one aimed at new councillors, further details and dates will be forwarded on once received.
- **Electric vehicle charge points** – Bucks Council team has looked at the village hall car park and think it is a suitable location to install EV charge points. The next next stage was for BP Pulse to do a feasibility study to see if it is a viable location.
- **Weston Turville Times** – the winter edition had been delivered and circulated to the volunteers who deliver it.
- **Pay settlement** - Agreement has been reached between the employers and unions on the pay settlement for council staff and has been backdated to 1<sup>st</sup> April 2022. In addition to the pay increase for each band, an extra day annual leave has been given.
- **Sentinel** – one of the volunteers currently had the sentinel camera and would be carrying out some speedwatch exercises, the results would be circulated in due course.