



Minutes of the Annual Meeting of Weston Turville Parish Council held on 19th May 2016 at the Village Hall, School Approach, Weston Turville.

PRESENT:

Cllrs: M Jarvis, M Simons, H Backus, M Conolly, D Hillier, J Paterson, N Treacher and C Terry
 District Cllr Carole Paternoster
 Clerk: Sarah Copley

<p>16.75 ELECTION OF CHAIRMAN</p> <p>It was unanimously agreed to elect Cllr Jarvis as Chairman for 2016-17 and Cllr Jarvis duly signed the declaration of acceptance.</p>	
<p>16.76 APOLOGIES AND ANNOUNCEMENTS</p> <p>Apologies were received from Cllrs Sibley.</p>	
<p>16.77 ELECTION OF VICE CHAIRMAN</p> <p>It was unanimously agreed to elect Cllr Simons as Vice-Chairman for 2016-17.</p>	
<p>16.78 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest made.</p>	
<p>16.79 OPEN FORUM FOR PARISHIONERS</p> <p>No matters raised under this item.</p>	
<p>16.80 MINUTES OF PREVIOUS MEETINGS</p> <p>a) The minutes of the meeting held on 28th April were unanimously agreed as a correct record and duly signed.</p> <p>b) The actions list was reviewed and completed actions noted.</p> <p>c) Cllr Jarvis reported that he had spoken to the car park contractor who would be rectifying the snagging issues the following week. He had not yet provided a price to install protective surfacing inside the barrier but in order for it to be installed before the Village Fete on 18th June it was agreed to approve this cost to a maximum of £1000.</p> <p>d) The matter of planters for the car park to prevent cars doing 'donuts' was discussed and Councillors would look into options to report back for a decision at the next meeting.</p> <p>e) The Clerk would prioritise the quotes for protective surfacing under the play equipment now that the remedial work had been completed by Creative Play.</p>	<p>MJ</p> <p>All</p>
<p>16.81 VACANCY FOR PARISH COUNCILLOR</p> <p>The casual vacancy had been advertised in accordance with the legislation, and there had been no requests for an election received by AVDC, the vacancy could now be filled by co-option at the next Council meeting on 16th June. Cllr Simons had put an article in the next WT Times.</p>	

16.82	MEMBERSHIP AND REMIT OF COMMITTEES	<p>It was agreed that the two existing committees would remain in place – Planning and Policy and Resources. There would be no change to the committee membership.</p> <p>Working Groups would be set up when needed to deal with specific projects.</p>
16.83	APPOINTMENT TO EXTERNAL BODES	<p>The Council agreed representation as follows:</p> <ul style="list-style-type: none"> • Wendover Local Area Forum – Cllr Jarvis • ARLA Liaison Group – Cllr Hillier • Village Hall Management Committee – Cllr Simons
16.84	GOVERNANCE DOCUMENTS	<p>The Standing Orders, Financial Regulations and Code of Conduct were reviewed and it was agreed that:</p> <ol style="list-style-type: none"> a) no changes be made to the Standing Orders or Code of Conduct b) Financial Regulations - The limit of £1,000 was confirmed for expenditure on matters of urgency (regulation 4.5)
16.85	BANKING ARRANGEMENTS	<p>a) Direct Debits and Standing Orders</p> <p>There were currently two direct debits in place, one to BAS Associates for the payroll which was paid quarterly and the other to Vodafone for the office telephone. It was AGREED that these remain in place.</p> <p>b) Bank Signatories</p> <p>The current bank signatories were Cllrs Jarvis, Simons, Sibley, Terry, Hillier and Paterson plus the Clerk. It was AGREED that no amendments to the bank signatories be made.</p>
16.86	POLICY AND RESOURCES	<ol style="list-style-type: none"> a) The list of payments tabled was AGREED and is attached to these minutes as appendix 1. b) The bank reconciliation to end of April was noted. c) Procurement process for the Playground and Carpark The internal auditor had commented that the procurement process for this project was unclear and recommended that the Council formally reviewed the expenditure incurred and confirmed the process of award of these contracts and the value of the works. The timeline and process attached as Appendix 3 to these minutes was unanimously AGREED. d) Insurance Claim for damage to tennis courts Goldleaf’s insurers had contacted the Council to state that they believed there was no claim to be made under their Public Liability Insurance policy due to the incident being in a public place and that a claim should be made through their motor policy. The Clerk had contacted the Council’s insurers to open a claim in order to get the courts repaired as soon as possible.
16.87	SCHOOL ACCESS LICENCE	<p>Cllr Simons and the Clerk had met with the headteacher of the school who was prepared to sign a new access licence agreement for School Approach, based on one previously used. A copy of the draft licence had been circulated to all councillors and it was unanimously AGREED that the Clerk and Chairman be authorised to sign the licence on behalf of the Council.</p>

	<p>The matter of residents who had installed a gate from their properties was discussed and the Clerk asked to investigate a licence for these.</p>	Clerk
16.88	<p>WESTON TURVILLE TIMES</p> <p>The auditor had raised queries on the publication of the WT Times in relation to the advertising revenue and payment of printing. Cllrs Simons and Sibley and the Clerk had met with the editor and treasurer of the WT Times who confirmed they were not in a position to set up as a separate legal entity with their own bank account, but were still willing to act as editor and assist with invoicing and credit control.</p> <p>Cllr Simons proposed that the Parish Council accept responsibility for WT Times and that it is clearly identified as being published by the Parish Council with all invoices being raised in the name of the Parish Council. This was unanimously AGREED.</p> <p>The Clerk would write to HMRC to clarify whether the Council would be required to register for VAT for this activity and also inform the insurance company.</p> <p>The Clerk would also take up the issue of VAT being applied to the printing invoices and Cllr Simons agreed to obtain three quotes for printing costs to ensure the Council was getting best value for money.</p>	Clerk Clerk / MS
16.89	<p>ENVIRONMENT AND HIGHWAYS</p> <p>a) It was noted that a resident had written to District Cllr C Paternoster to complain about an ARLA lorry travelling through Weston Turville village. Cllr Paternoster had referred the complaint to ARLA but had not yet received a response.</p> <p>b) A resident had contacted the Council regarding speeding vehicles in Worlds End Lane and requested that the Council considers provision of a static Vehicle Activated Sign for this road. It was agreed to obtain evidence in order to demonstrate the extent of the speeding issue in this road by use of truelo strips, MJ agreed to look into this. MS and the Clerk would review the MVAS data for this road.</p> <p>The 30mph wheelie bin stickers had proved very popular and Cllr Simons proposed that the Council purchase more to extend the scheme to other roads in the village. After discussion, it was unanimously AGREED to purchase 1000 each of 30mph and 40mph stickers.</p> <p>c) Bollards for School Approach verge Cllr Simons suggested that rather than installing concrete bollards, the Council use old tree trunks or stumps to provide a more rustic look. Cllr Backus agreed to source some. The Clerk was also asked to write to the Forestry Commission to see if any could be provided from Wendover Woods.</p> <p>d) Repair to street lights in Marroway and Wheelwrights The lights had been reported as not working by members of the public, when E Sharp Electrical attended to replace the bulbs it was noted that the entire lamp needs to be replaced as they were extremely worn and reached the end of their life. The light on the Marroway also needed a new bracket to affix it the telegraph pole. After discussion it was AGREED to approve the cost of the repairs and to replace with LED lamps:</p> <ul style="list-style-type: none"> • Wheelwrights – LED Lantern top - £385 plus VAT • Marroway – LED Lantern and bracket - £435 plus VAT <p>It was further agreed that 10 lights per annum be replaced by an LED light when the old lamp failed in order to move to more environmentally and cost effective street lighting.</p> <p>e) To consider provision of a replacement bus shelter in the Marroway and to consider quotes received to date</p>	MJ MS/ Clerk Clerk HB/ Clerk Clerk

	<p>The Clerk provided details of types of bus shelters and some costs. Cllr Simons said that an article had gone in the WT Times asking residents for their views on the type of bus shelter to be installed and it was agreed to defer the decision on the type of bus shelter to the next meeting.</p> <p>f) Structural and electrical testing of street lights The Clerk had approached four companies for a quote to test the street lights, only two had provided a quote to date. The Council reviewed the two quotes received and unanimously AGREED to award the contract to Sparkx at a cost of £13.50 per street light. This price included testing, producing a map of all assets and colour coding them in terms of remedial work required and prioritisation.</p> <p>g) Report from lead members Cllr Terry and Cllr Paterson and consider any action to be taken Cllr Paterson reported that the Marroway was still flooding badly during wet weather and that the ditch alongside the footway was in need of clearing. The Clerk would report both issues to Transport for Bucks.</p>	<p>Clerk</p> <p>Clerk</p>
16.90	<p>VILLAGE HALL AND MANAGEMENT COMMITTEE</p> <p>Cllr Simons reported on works to be undertaken during half term to replace the lights in the hall and remove the wood panelling.</p> <p>A date for the new windows and doors to be installed was still awaited but was likely to be during the summer school holidays.</p> <p>Cllr Simons had been informed by the police that a local man had been arrested in connection with the break in at the village hall the previous year and other offences.</p>	
16.91	<p>PLANNING COMMITTEE</p> <p>a) The minutes of the Planning Committee meeting held on 5th May were noted.</p> <p>b) It was noted that the meeting scheduled for 2nd June has been cancelled.</p> <p>c) New Street Names for County Farm development The suggestions proposed by the developers were discussed and it was unanimously AGREED that OAK GROVE and OAK PLACE were the preferred options, the Council did not consider “County” an appropriate name for the development.</p> <p>d) To consider the Council’s response to the following applications:</p> <ul style="list-style-type: none"> • 16/01546/APP 56 Walton Place – single storey side and rear extension This application was considered and it was agreed to raise NO OBJECTIONS. • 16/01548/APP Weston Turville Rugby Club - Creation of new external artificial sports pitch with associated features including 3G Artificial Grass Pitch (AGP); installation of pitch perimeter and associated gated entrances; installation of hard standing areas around the AGP for pedestrians, maintenance and emergency access; artificial (flood) lighting system and outdoor maintenance equipment store This application was considered and it was agreed to raise NO OBJECTIONS, subject to use of the floodlights being restricted to before 10pm. 	
16.92	<p>RECREATION GROUND</p> <p>a) Cllr Sibley was not present but had written to the Clerk to say that the only issue currently being monitored was the slight movement in one of the parallel bar posts. Creative Play had attend the site to carry out the remedial work highlighted in the ROSPA inspection report, they had not levelled the dips beneath the safety surface as they considered that due to the wet weather over winter. The Clerk was asked to request that this work be included in the quotation for safety surfacing.</p> <p>b) Procedure for hiring out use of the playing field A request had been received from someone hiring the hall for a football party who wanted to use the field as well and there was currently no procedure in place for dealing with field hires, other than for league football matches. After discussion it</p>	<p>Clerk</p>

<p>was AGREED to delegate this to the Village Hall Management Committee to administer as part of the hall hire agreement and that no additional charge be made for private individuals requesting this and £10 for organised activities.</p> <p>c) Other issues No other matters raised.</p>	
<p>16.93 NEIGHBOURHOOD PLAN</p> <p>The minutes of the meeting held on 5th May were noted. Cllr Simons reported that through May and June consultations with local groups would take place, once all consultations were complete the comments would be analysed in order to inform the objectives and questionnaire.</p> <p>Cllr Paternoster said that the draft Vale of Aylesbury Local plan would be available on AVDC's website from 2nd June and a public consultation carried out 7th July – 5th September.</p>	
<p>16.95 REPORTS OF CHAIRMAN AND CLERK</p> <p>Cllr Jarvis said that he would be meeting with Highways and County Cllr Bill Chapple on 6th June to discuss the traffic lights at Broughton and other issues, including Marroway flooding and the roundabout surface at New Road/Main Street.</p> <p>The Clerk had attended the website training held by BALC and reported that the website template provided and hosted by Hugo Fox was very user friendly and easy to manage. There was no cost for the hosting and it included an excellent planning feature which would list all planning applications for the parish. The Clerk was asked to look into moving the Council's website across to this provider.</p> <p>A grant request had been received from Lindengate, the Clerk would look into the powers that could be used to provide a grant or donation and the matter would be discussed at the next meeting.</p> <p>The Clerk reminded councillors of her forthcoming annual leave.</p>	
<p>16.95 MATTERS FOR INFORMATION</p> <p>Cllr Hillier provided an update from the recent ARLA liaison meeting, minutes would be circulated in due course.</p>	
<p>16.96 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be on 16th June.</p>	

Signed: _____ Date: 16th June 2016

Appendix 1 – Receipts and Payments

RECEIPTS

Date	Payment from	Detail	Ref	Total
05/05/2016	HM Revenue & Customs	VAT reclaim		£18,422.45
TOTAL				£18,422.45

PAYMENTS

Date	Payee	Detail	Cheque number	Total
19/05/2016	AVALC	Membership fee	3335	£25.00
19/05/2016	BALC	Membership fee	3336	£515.83
19/05/2016	Aylesbury Town Council	Devolved services	3337	£1,485.15
19/05/2016	Jennifer Lampert Assoc	NP Consultancy	3338	£120.24
19/05/2016	Roger Haines	Village tidying	3339	£260.00
19/05/2016	EON	Street light electricity	3340	£596.04
19/05/2016	E Sharp Electrical Ltd	Street light maintenance	3341	£228.80
19/05/2016	Mrs S Copley	Cost claim - printer toner	3342	£278.35
19/05/2016	Sure2Door	Print and distribute NP leaflet	3343	£237.90
19/05/2016	E Sharp Electrical Ltd	Electrical works at Village Hall	3344	£2,824.25
19/05/2016	Cancelled - replacement cheque 3349		-	-
19/05/2016	Mrs S Copley	May salary (incl overtime)	3346	£907.72
19/05/2016	HMRC	May PAYE & NI	3347	£432.07
19/05/2016	Bucks CC	Pension contribution	3348	£268.62
19/05/2016	BALC	Website training	3349	£27.69
TOTAL				£8,207.66

Appendix 2 – Actions List.

Ref	Action	Assigned to	Update/Complete
806	Forward any old correspondence re Brookside to clerk	MJ	
16.8	Arrange for ruts to be backfilled in School Approach by car park contractors	MJ	
16.10	Carpark snagging to be rectified	MJ	
16.10	Quotes from tree surgeon for tree works	Clerk	✓
16.45	Remove sign from Brookside Amenity Area	CT	
16.46	Forward information on cloud backup options to the Clerk	MS/MM	✓
16.49	Quotes for safety surfacing for playground	Clerk	In hand, awaiting quotes
16.50	Investigate options to prevent parking on grass verge in School Approach	All	✓
16.80	Contact contractor to get price for surfacing to go the other side of the barrier to allow vehicular access to the field	MJ	✓
16.80	Options and costs for planters or similar for car park	All	
16.88	Write to HMRC re VAT on WT Times advertisements	Clerk	✓
16.88	Contact printer re VAT rate for printing the magazine	Clerk	✓
16.88	Obtain 3 quotes for printing the WT Times	MS	
16.89(b)	Contact TFB re truelo strips for Worlds End Lane	MJ	
16.89(b)	Analyse MVAS data for Worlds End Lane	MS/Clerk	✓
16.89(b)	Place order for 1000 each of 30mph and 4mph stickers	Clerk	✓
16.89(c)	<ul style="list-style-type: none"> • Source tree trunks/stumps for School Approach • Write to Forestry Commission re obtaining trunks/stumps 	HB Clerk	
16.89(d)	Place order for replacement LED lamps for Marroway and Wheelwrights	Clerk	✓
16.89(f)	Place order for street light testing	Clerk	✓ will be carried out early June
16.89(g)	Report Marroway issues to Transport for Bucks	Clerk	✓
16.91	Write to AVDC regarding street name for County Farm development	Clerk	✓
16.91	Submit responses to planning applications	Clerk	✓
16.92	Include request for ground levelling with safety surface quote	Clerk	✓

Appendix 3 – Procurement Process for Playground and Car Park

Date	Action	Minute ref.
June 2014	Cllr Jarvis suggested new play area and car park works	576
July 2014	Investigation and discussions for potential design of play area and car park	592
September 2014	Application for New Home Bonus funding submitted	
December 2014	NHB Grant award notification	
March 2015	Play area and car park consultation with Weston Turville Residents	671, 687
March 2015	NHB Grant award signed	
April 2015	Suppliers sourced for Play area and Car Park and invited to tender for the contract Play area Fawns Recreation Services Creative Play Kompan Ltd Playscapes Designs Safe and Sound Playgrounds Car Park C Putnam and Sons Richard Ashford Ltd SLN Construction	
May 2015	Planning Application submitted	Application no: 15/01632/APP
July 2015	Three tenders for each part of the project were received. These were considered by Council at their meeting on 23 rd July and contractors selected as follows as they were thought to offer best value: <ul style="list-style-type: none"> • Creative Play - £42,000 plus VAT • C Putnam and Sons - £85,625 plus VAT (NB this amount was incorrect in the July minutes and subsequently approved in March 2016, minute reference 16.49)	751
August 2015	Planning Approved 12 th August 2016	769
November 2015	New playground installed, Council noted completion 26 November	804
December 2015 – January 2016	Car park works carried out, bill paid	16.10