

**Minutes of the Meeting of Weston Turville Parish Council held on 19<sup>th</sup> October 2023 at Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: R Blackmore, L Cook, S Dawkins, G Fincham (Chair), M Jarvis, C Terry and M Watson

Clerk: Sarah Copley and Francesca Beato

Six members of public

|   |       |
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| <p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>Concerns were raised regarding the use of funds for a chain of office.</p> <p>A resident commented that parishioners did not know who their parish councillors were, he was advised that Councillor contact details are on the website and noticeboards.</p> <p>A resident requested an update on when the Ramblers Association would be replacing the stiles with gates – the Clerk would request an update.</p> <p>A resident asked about a new piano for the hall and was advised it was on the agenda for the next village hall meeting.</p> |       |
| <p>23.148 <b>APOLOGIES AND ANNOUNCEMENTS</b></p> <p>Apologies were received from Cllrs Baylis and Collins.</p>  |       |
| <p>23.149 <b>DECLARATIONS OF INTEREST</b></p> <p>a) There were no declarations of interest.<br/>       b) There were no dispensation requests.</p>  |       |
| <p>23.150 <b>MINUTES OF PREVIOUS MEETING</b></p> <p>It was RESOLVED to accept the minutes of the meeting held on 12<sup>th</sup> October 2023 as a true record and the minutes were duly signed by the Chair.</p>   |       |
| <p>23.151 <b>PARISH COUNCILLOR VACANCY</b></p> <p>The resignation of Cllr Martinez was noted. The Clerk reported that the vacancy had been advertised and that the deadline for an election to be called was 30<sup>th</sup> October. If no election was requested then the Council could co-opt after that date.</p>   |       |
| <p>23.152 <b>FINANCES</b></p> <p>a) The list of payments totalling £13,289.03 was approved.<br/>       b) The finance report to end of September and bank reconciliation were noted.<br/>       c) S106 Funds – it was noted that the Council had £1.5m s106 funds available to be spent on various sport and leisure projects. It was agreed to submit a bid for batteries to store power generated from the solar panels.</p>   | Clerk |
| <p>23.153 <b>CHAIN OF OFFICE</b></p> <p>Cllr Watson explained that this agenda item had been requested following a civic event that he and the Chair had attended where they had been the only ones without a badge or chain of office. It was noted that the item would be for the post of Chair and not for the individual.</p> <p>After discussion the following was AGREED:</p>   |       |

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|--|-------|
| <ul style="list-style-type: none"> <li>• The Council were in favour of the principle of purchasing a badge of office on a ribbon with an upper limit of £500.</li> <li>• That three quotes be sought and any increase in insurance costs be made available.</li> <li>• That an item with the details and costs be put in the winter edition of the Weston Turville Times seeking the views of the electorate before going ahead with the purchase.</li> </ul>  |       |
| <p><b>23.154 FIRE ALARM</b></p> <p>It was AGREED to accept the quote from Pyrotec for the annual maintenance of the fire alarm system.</p>   |       |
| <p><b>23.155 WENDOVER COMMUNITY LIBRARY HUB</b></p> <p>The request from Buckinghamshire Libraries for a contribution of £5,000 from the Parish Council either as a grant or from S106 funding towards the expansion of Wendover library to create a community hub was considered.</p> <p>It was AGREED to support the use of s106 funds to provide this contribution.</p>  | Clerk |
| <p><b>23.156 WESTON TURVILLE TIMES</b></p> <p>Following the resignation of Cllr Martinez, a new editor was needed for the magazine. After discussion it was AGREED to accept with thanks the offer from a volunteer parishioner to edit the magazine.</p>  |       |
| <p><b>23.157 PROJECTS</b></p> <p>a) <b>The Glebe</b> – Cllr Cook reported that improvements to the right of way had started on 5<sup>th</sup> October when Chiltern Rangers, Chiltern Society and other volunteers spent the day cutting back the dead blackthorn in order to widen the right of way across the field. The next step would be to lay woodchip on the path surface, this would be done early November and the date would be advertised on social media to encourage volunteers to come forward.</p> <p>b) <b>Table Tennis Table</b> – the updated quotes to supply and install a table tennis table and surfacing were considered. It was AGREED to accept the quote from AVA Recreation. The Clerk would submit the s106 claim form to Bucks Council for this.</p> |       |
| <p><b>23.158 CAFÉ AT THE HALL</b></p> <p>The plans produced by the architect for the conversion of the changing rooms to a café were considered. It was AGREED that these plans be submitted as part of the planning application for the conversion of the changing rooms along with a supporting statement for the change of use.</p>   | Clerk |
| <p><b>23.159 EVENTS</b></p> <p>a) <b>Remembrance Sunday, 12<sup>th</sup> November</b> – Cllr Watson reported on the arrangements for the day. The service would start at 10.45am at the War Memorial in Worlds End Lane.</p> <p>b) <b>Christmas Carols, 8<sup>th</sup> December</b> - Cllr Terry and Dawkins reported on the arrangements for this event. It was agreed to set a budget of £100 for refreshments.</p>  |       |
| <p><b>23.160 ENVIRONMENTAL</b></p> <p>a) It was noted that the dog waste bin had been removed from the Reservoir by the Canal and River Trust. It was AGREED to monitor the use of the nearby litter bin to see if a dog waste bin would be necessary for this area.</p> <p>b) It was AGREED to set a budget of £80 to purchase a replacement tree in Brookside and to fund the planting of the tree if no volunteers were available.</p>  | CT    |

|   |                             |
|---|-----------------------------|
| <p>c) Cllr Cook reported on the untidy condition of the garden area behind the village hall and requested that she and volunteers tidy this and plant some plants.. It was AGREED that Cllrs Cook and Dawkins would tidy the area and come up with a planting scheme to be planted in spring.</p> <p>d) It was AGREED to purchase four bird boxes from Lindengate to be put up in trees around the recreation ground.</p>   | <p>LC / SD</p> <p>Clerk</p> |
| <p><b>23.161 STREET FURNITURE</b></p> <p>The bench situated opposite the Chandos is in need of some maintenance to make it level again. It was AGREED to accept the quote of £110 for parts and labour to fix wooden blocks to the bases of the legs to level it.</p>   |                             |
| <p><b>23.162 RECREATION GROUND AND SCHOOL APPROACH</b></p> <p>a) There is a large dip in the car park in front of the barrier to the field which is regularly filled with muddy water and debris from the nearby tree. It was AGREED that the Clerk obtain quotes to resolve this issue to be discussed at the next meeting.</p> <p>b) AC Colts request regarding replacement container was discussed. It was noted there were a number of logistical issues to be mitigated to get a container to the site of the old one. It was agreed to approve the request in principle but the Colts needed to confirm the removal of the old one before installing a new one and also how they intended to mitigate the issues around installing a new container.</p> | <p>Clerk</p>                |
| <p><b>23.163 CLIMATE ACTION WORKING GROUP</b></p> <p>The minutes of the recent meeting were noted. It was agreed to ask the headteacher of the school to put a reminder about the health risks and environmental issues caused by emissions from idling engines.</p>  |                             |
| <p><b>23.164 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 offer from Community First Responders to provide first aid training was discussed and it was agreed to accept this offer and to pay for the hire of the hall for the training.</p>  |                             |
| <p><b>23.165 MATTERS FOR INFORMATION</b></p> <p>Cllr Jarvis reported a dumped caravan in Aston Clinton Road. Cllr Watson recommended reporting via Fix My Street or the Clear Waste app. There was discussion around fly tipping in Worlds End Lane and the Clerk was asked to add to the next agenda.</p> <p>The Chair reported that at the monthly meeting with Hampden Fields, the developer had advised further reserved matters applications had been submitted to Bucks Council.</p>  |                             |
| <p><b>23.166 DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would take place on Thursday 16<sup>th</sup> November.</p>  |                             |

Signed: \_\_\_\_\_ Date: 16<sup>th</sup> November 2023

## 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                        | 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 |                                       |
| 23.152 | Submit s106 application for batteries for the solar panels | Clerk | ✓                                     |
| 23.155 | Submit s106 application for Wendover Community Hub         | Clerk | ✓                                     |
| 23.158 | Submit planning application for café at the hall           | Clerk | With architect                        |
| 23.160 | Purchase replacement tree for Brookside                    | CT    | ✓                                     |
| 23.160 | Tidy village hall garden                                   | LC/SD | ✓                                     |
| 23.160 | Purchase 4 bird boxes                                      | Clerk |                                       |
| 23.162 | Quotes to repair car park surface                          | Clerk | ✓                                     |

## APPENDIX 1 – PAYMENTS LIST

| Date         | Payment from        | Detail   | Ref        | Net               | Vat              | Total             |
|--------------|---------------------|--|------------|-------------------|------------------|-------------------|
| 02/10/2023   | Cloudy IT           | IT licences and support                              | DD         | £73.00            | £14.60           | £87.60            |
| 10/10/2023   | BAS                 | Payroll fees Q3                                      | DD         | £152.00           | £30.40           | £182.40           |
| 19/10/2023   | DRAX                | Streetlight electricity September                    | DD         | £347.13           | £69.43           | £416.56           |
| 19/10/2023   | DRAX                | Streetlight electricity September                    | DD         | £36.84            | £1.84            | £38.68            |
| 19/10/2023   | 5G Communications   | Landline and broadband                               | DD         | £250.13           | £101.22          | £351.35           |
| 19/10/2023   | 5G Communications   | Landline and broadband - credit note                 | DD         | -£104.51          | -£20.90          | -£125.41          |
| 19/10/2023   | Lindengate          | Grant  | Chq 70     | £500.00           |                  | £500.00           |
| 19/10/2023   | E Sharp Electrical  | Repair streetlight, Brookside                        | Electronic | £75.00            | £15.00           | £90.00            |
| 19/10/2023   | Cllr G Fincham      | Cost claim - red spray paint                         | Electronic | £12.00            |                  | £12.00            |
| 19/10/2023   | PTS Compliance      | PAT Testing - office equipment                       | Electronic | £62.00            | £12.40           | £74.40            |
| 19/10/2023   | Goldleaf Groundcare | grounds maintenance contract to end Sept             | Electronic | £4,145.00         | £829.00          | £4,974.00         |
| 19/10/2023   | BALC                | Training courses LC and RB                           | Electronic | £140.00           |                  | £140.00           |
| 19/10/2023   | Bollard Security    | Bollards in front of office (min ref 23-137)         | Electronic | £1,033.32         | £206.66          | £1,239.98         |
| 19/10/2023   | HugoFox Ltd         | Website hosting 1 year                               | Electronic | £203.90           | £40.78           | £244.68           |
| 19/10/2023   | Lengthsman          | Village tidying September                            | Electronic | £415.00           |                  | £415.00           |
| 19/10/2023   | Ashridge Trees      | 8 trees (min ref 23-132)                             | Electronic | £689.39           | £101.22          | £790.61           |
| 19/10/2023   | JW Mowing           | Repair to railing, remove dead branches, MVAS socket | Electronic | £160.00           |                  | £160.00           |
| 19/10/2023   | Habitat Aid Ltd     | Yellow rattle seeds                                  | Electronic | £166.67           | £33.33           | £200.00           |
| 19/10/2023   | Clerk               | Cost claim - copier paper                            | Electronic | £33.32            | £6.66            | £39.98            |
| 19/10/2023   | Payroll             | Salaries October                                     | Electronic | £2,469.51         |                  | £2,469.51         |
| 19/10/2023   | HMRC                | PAYE & NI October                                    | Electronic | £426.61           |                  | £426.61           |
| 19/10/2023   | Bucks Council       | pension contribution                                 | Electronic | £561.08           |                  | £561.08           |
| <b>TOTAL</b> |                     |  |            | <b>£11,847.39</b> | <b>£1,441.64</b> | <b>£13,289.03</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.

- **Planting around the plane memorial** – unfortunately this action has not been completed yet. The grasses will now be planted in spring.
- **Paths around the playing field** – Two companies have been contacted regarding drainage for the playing field. They will carry out site visit in wet weather and will then provide their advice and quotes.
- **Bollards** – the bollards around the patio area in front of the office were installed on 3<sup>rd</sup> October.
- **PAT Testing** – completed for both the office and hall equipment on 11<sup>th</sup> October.
- **Parking near the shops** – A resident has written to the Council regarding 3 works vehicles that are being parked on the grass verge or pavement overnight. The Clerk has written to the company who owns the vehicles to request that they address this with their employees.
- **Trees for playing field** – The order has been placed with Ashridge Trees and invoice is included in the list for payment today, payment is required now to reserve the trees which will be delivered late November and planted by the Chiltern Society Wildbelt Project volunteers.
- **Wildflower Meadow** – Chiltern Society have recommended that further yellow rattle is sown in this area as there is still an abundance of grass. They will sow the seed late November.
- **Local Council Award Scheme** – the application has been submitted and the timeline is as follows:

| Task   | Deadline         |
|--|------------------|
| Deadline for LCAS applications                           | 5 January 2024   |
| Deadline for NALC to provide triage feedback to councils | 26 January 2024  |
| Deadline for councils to respond to triage feedback      | 9 February 2024  |
| Deadline for applications to be sent to panel            | 23 February 2024 |
| Deadline for panel results                               | 5 April 2024     |