



**Minutes of the Annual Meeting of Weston Turville Parish Council held on 17<sup>th</sup> May 2018 at the Village Hall, School Approach, Weston Turville.**

**PRESENT:**

Cllrs: M Conolly, D Hillier, M Jarivs, J Paterson, M Simons, D Sibley, V Trowell  
 Two members of public, representatives of Vocalism and Gade Homes (left after item 18.86)  
 Clerk: Sarah Copley

18.82	<p><b>ELECTION OF CHAIRMAN</b></p> <p>It was unanimously agreed to elect Cllr Jarvis as Chairman for 2018-19 and Cllr Jarvis duly signed the declaration of acceptance.</p>	
18.83	<p><b>APOLOGIES AND ANNOUNCEMENTS</b></p> <p>Apologies were received from Cllr Terry. Cllr Treacher was absent.</p>	
18.84	<p><b>ELECTION OF VICE CHAIRMAN</b></p> <p>It was unanimously agreed to elect Cllr Simons as Vice-Chairman for 2018-19.</p>	
18.85	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest made and no requests for dispensation.</p>	
18.86	<p><b>PRESENTATION FROM VOCALISM</b></p> <p>Vocalism and Gade Homes attended to update on their proposals for a development on land off Bye Green. The number of houses had been reduced from 23 to 15 and provided a mixture of dwellings to include small starter homes and bungalows for downsizing as identified as a local housing need in the draft Weston Turville Neighbourhood Plan. They were also willing to include a requirement that they be advertised as available to local residents only should the district council agree.</p> <p>They were continuing to work on the technical aspects of the development including transport assessments before the application would be submitted.</p> <p>Councillors asked questions about the development and suggested that they carry out public engagement at the village fete.</p>	
18.87	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>Two residents of Bye Green were in attendance to hear the presentation on the proposed development. They commented that the developers have been engaging with the neighbouring properties and taking on board their concerns and suggestions.</p>	
18.88	<p><b>MINUTES OF PREVIOUS MEETINGS</b></p> <p>a) The minutes of the previous meeting were agreed and duly signed by the Chairman.                  b) The actions list was reviewed and completed actions noted. The consultation on dog bin locations was on hold following correspondence received from AVDC.</p>	
18.89	<p><b>MEMBERSHIP AND REMIT OF COMMITTEES</b></p> <p>Planning Committee members would be Cllrs Conolly, Hillier, Paterson, Simons, Treacher and Trowell.</p> <p>Policy and Resources Committee would be Cllrs Sibley, Simons and Terry.</p>	

<p>Consideration was giving to form a committee to work on projects including the village hall extension, skate park and other s106 projects as the funding became available but it was agreed this would be a working group comprising Cllrs Jarvis, Sibley and Paterson and the Clerk.</p> <p>The Chairman was an ex-officio member of all committees.</p>	
<p><b>18.90 APPOINTMENT TO EXTERNAL BODIES</b></p> <p>The following appointments were agreed:</p> <ol style="list-style-type: none"> <li>a) Wendover Local Area Forum and Transport sub group - Cllr Jarvis and Cllr Paterson</li> <li>b) ARLA Liaison Group – Cllr Hillier</li> <li>c) RAF Halton Stakeholder meetings – Cllr Hillier</li> <li>d) Village Hall Management Committee - Cllr Simons</li> <li>e) Marroway Partnership meetings – Cllr Simons</li> <li>f) Meetings with Hampden Fields Consortium – Cllrs Jarvis, Simons and Paterson</li> </ol>	
<p><b>18.91 ANNUAL ACCOUNTS 2017-18</b></p> <ol style="list-style-type: none"> <li>a) The year end bank reconciliation was reviewed and accepted.</li> <li>b) The Council’s asset register was reviewed and approved.</li> <li>c) Internal audit report - Council were pleased to note there were no observations or recommendations and that the accounts were described as well maintained.</li> <li>d) <b>Annual Governance Statement</b>  <p>A copy of the accounts for the financial year ending 31 March 2017 had been circulated. The Clerk reported that the internal auditor had inspected the accounts and signed the section of the Annual Return relating to internal audit.</p> <p>The Council reviewed and agreed the Governance Statements in the Annual Return which was signed by the Chairman and Clerk.</p> </li> <li>e) <b>Accounting Statement</b>  <p>There being no questions or comments, the Accounting Statement was agreed and signed by the Chairman and Clerk. The Annual Return would now be submitted to the External Auditors and the notice of electors rights displayed.</p> </li> </ol>	
<p><b>18.92 BANKING ARRANGEMENTS</b></p> <ol style="list-style-type: none"> <li>a) Direct Debits and Standing Orders - The direct debits in place were reviewed and confirmed: <ul style="list-style-type: none"> <li>• BAS Associates for the payroll which was paid quarterly</li> <li>• Vodafone for the office telephone paid monthly</li> <li>• Public Works Loan Board for the loan repayment, paid in August and February</li> <li>• 1&amp;1 Internet for domain hosting paid monthly</li> <li>• EON for street light electricity paid monthly</li> </ul> </li> <li>b) Bank Signatories - The current bank signatories were Cllrs Jarvis, Simons, Sibley, Terry, Hillier and Paterson and the Clerk. It was <b>AGREED</b> that no amendments to the bank signatories be made.</li> <li>c) The Clerk was asked to look at moving from NatWest to Lloyds Bank as they offered online payments that required 2 authorisations.</li> </ol>	
<p><b>18.93 GOVERNANCE DOCUMENTS</b></p> <ol style="list-style-type: none"> <li>a) The Standing Orders had been amended based on the latest NALC model regulations and it was unanimously <b>AGREED</b> to adopt these, subject to rewording “will appoint a Data Protection Officer” to “may appoint a Data Protection Officer” should the exemption of parish councils to appoint one be included in the final GDPR Bill on 25<sup>th</sup> May.</li> </ol>	

	b) The Financial Regulations and Code of Conduct had been previously circulated and it was agreed that no changes were required.	
18.94	<b>COUNCILLOR VACANCY</b> There had been no expressions of interest in the vacancy for a parish councillor.	
18.95	<b>POLICY AND RESOURCES</b> a) It was noted that the National Joint Council had published new pay scales and that the Clerk's salary had increased by 2% with effect from 1 <sup>st</sup> April. b) The list of payments tabled totalling £6,014.26 was AGREED. c) The bank reconciliation to end of April was noted.	
18.96	<b>GENERAL DATA PROTECTION REGULATIONS</b> a) The draft privacy notices and following draft policies had been previously circulated and it was unanimously AGREED to adopt them. <ul style="list-style-type: none"> <li>• Information and Data Protection Policy</li> <li>• Information Retention and Disposal Policy</li> <li>• Management of Transferable data policy</li> </ul> b) The information audit report was noted, the Clerk would maintain this. Councillors were reminded that they should use their Parish Council email address for all council related matters. c) It was noted that MPs have accepted an amendment to the GDPR bill exempting parish councils from the requirement to appoint a Data Protection Officer. The bill had still to go through the House of Lords and to attain Royal Assent.	
18.97	<b>ANTI SOCIAL BEHAVIOUR</b> Cllr Simons gave a verbal report on the recent multi agency meeting hosted by AVDC. The meeting had been attended by representatives of Thames Valley Police, AVDC Community Safety and Planning Enforcement and Bucks CC Social Services and Gypsy Liaison. TVP said that reports of antisocial behaviour were reduced with only 3 calls during February-March. This meant that the priority level had dropped so patrols would lesson and be carried out by the neighbourhood policing team only. Planning Enforcement had visited the site and found there were more caravans on site than there was currently permission for, however they did not intend to take any action as the VALP made provision for increased plots on the site. Cllr Simons had mentioned several incidences that she was aware of but these had not been reported to TVP so no action would have been taken, it would seem issues were still being posted on social media rather than reported to the correct authorities. The Chairman would contact District Councillor C Paternoster regarding the decision not to take any enforcement action over the additional vans on site.	MJ
18.98	<b>S106 FUNDS</b> The Parish Council had been asked to nominate a project for £80,000 s106 funding should application 18/00934/APP go ahead. It was AGREED to allocate this to the provision of a petanque facility.	
18.99	<b>NEIGHBOURHOOD PLAN</b> The examiner had produced the fact check report for the neighbourhood plan which had been previously circulated. AVDC and the Parish Council had responded querying two findings and the final report was awaited. AVDC had indicated that the current timescale would be for the referendum to adopt the plan to be held in July.	

<p><b>18.100 VILLAGE HALL</b></p> <p>a) Nothing to report from the Village Hall Management Committee.</p> <p>b) Arrangements for the village fete were progressing. Parking had been an issue the previous year and it was AGREED to permit parking on the field provided the ground was dry.</p> <p>c) Cllr Simons reported that the local resident had raised approximately £1500 to date for the defibrillator and would be handing the money over to the Council soon for the purchase to go ahead.</p> <p>d) Village Hall Extension – the next step for the project would be to go out to tender for building costs. In light of the current uncertainty over the lease for the village hall, it was noted that the extension should not start until this was resolved.</p>	
<p><b>18.101 ENVIRONMENT AND HIGHWAYS</b></p> <p>a) The Local Area Technician had inspected the various issues reported:</p> <ul style="list-style-type: none"> <li>• Brook End and Marroway were due to have drains cleared during this financial year.</li> <li>• The water leak in Brook End had been reported to Thames Water and repair work had started the previous day.</li> <li>• Green by the shops – he advised to install bollards similar to the two already in situ by the path. The cost of the bollards was approx. £38 each plus installation charges, the work would need to be carried out by one of TFB approved contractors.</li> <li>• Both sites identified for a bus shelter were suitable subject to any services running under the area.</li> <li>• Marroway resurfacing would be taken place in the next 3 months, the road would be closed during this time, any diversion to the bus service would be advertised.</li> <li>• Church Lane – following the complaints about speeding traffic and pedestrian safety concerns, the LAT suggested that SLOW be painted onto the road and pedestrian signs installed either side of the Chequers where there was no pavement. He had indicated that TFB may be able to carry out this work at no cost to the parish.</li> </ul> <p>b) Bus Shelters – only two quotes had been received, these were reviewed and it was AGREED to accept the quote from B&amp;C Shelters to install a bus shelter on Worlds End Lane, near the junction of Church Lane for the service heading towards Aylesbury. The installation of a second shelter at Worlds End Lane/Wendover Road would be considered later in the year.</p> <p>c) Cllr Simons reported that the street light at the junction of Bye Green and Brook End was permanently on, the Clerk would report this.</p> <p>d) Cllr Jarvis reported that the hedge alongside A41 Aston Clinton Road had overgrown to the extent that the path was unusable. The Clerk would write to the landowner.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>18.102 RECREATION GROUND AND SCHOOL APPROACH</b></p> <p>a) Cllr Sibley had no report on the play area but would inspect that weekend.</p> <p>b) Football pitch hire 2018-19 – Aston Clinton Colts had confirmed that they wished to continue with the same agreement for exclusive use of the pitches throughout the season. Two other adult teams had also contacted the Parish Council as they needed a new home ground, they would require use of the changing rooms. As the new changing rooms would not be operational for this season it was AGREED to let to Aston Clinton Colts on the same terms as the previous year, but to let all clubs know that new arrangements for letting the pitches would be in place for the 2019-20 season.</p> <p>c) The ROSPA inspection report had been received that week, Cllr Sibley would review and report back at the next meeting.-</p>	<p>Clerk</p> <p>DS</p>

d) A number of potholes had appeared in the carpark and it was agreed to purchase 6 bags of ViaFix to repair these.	- Clerk
18.103 <b>PLANNING COMMITTEE</b> a) The minutes of the previous Planning Committee meeting were noted.	
18.104 <b>REMEMBRANCE SUNDAY</b> The Clerk reported that TFB had confirmed that the closure of roads for the Remembrance Sunday service at the war memorial could be added to a blanket order for that day at no cost to the Parish Council. The roads to be closed had been forwarded to the Road Closure team.	
18.105 <b>CORRESPONDENCE</b> a) It was AGREED to make no comment on the diversion of footpath 21 which formed part of the approved planning application for 26 houses being built on land off Worlds End Lane. b) Four new road names were required for the development of 64 houses on land east of New Road. The developer had indicated they would not be proposing any names and would accept the decision of AVDC. It was AGREED to use the names the local fields used to be known by and the Clerk would submit these. c) DP Architects had written to request the opportunity to present a revised planning application for land at Quakers Mead, they had been invited to attend the meeting on 21 <sup>st</sup> June. d) Correspondence had been received from AVDC regarding the installation of new dog and litter bins e) There had been no response to the Council's letter to Arriva Buses and it was agreed to write once more to an alternative contact.	Clerk
18.106 <b>REPORTS OF CHAIRMAN AND CLERK</b> The Clerk reported that there had been an issue with the new MVAS batteries not lasting more than 2-3 days. Swarco had sent an engineer to look at the unit last week and battery life would be monitored.	
18.107 <b>MATTERS FOR INFORMATION</b> Cllr Hillier provided a verbal report of the recent ARLA meeting, the minutes would be circulated.	
18.108 <b>DATE OF NEXT MEETING</b> The next meeting of the Parish Council would be on 21 <sup>st</sup> June 2018 at 7pm.	

Signed: \_\_\_\_\_ Date: 21<sup>st</sup> June 2018

**Actions List.**

<b>Ref</b>	<b>Action</b>	<b>Who</b>	<b>Update /Complete</b>
17.68	Contact resident of The Hyde regarding tree	MJ	
18.12(f)	Repaint logs in School Approach	MS	
18.46	Contact neighbouring parish Chairmen re Community Wardens	MJ	
18.48	Resilience Plan to be drafted	MS/JP/ Clerk	
18.52	Consultation to be carried out regarding new dog bin locations	Clerk	On hold
18.68	Request traffic stats for Main St and quotes for signage and bollards	Clerk	✓
18.68	Order dog waste bin for Wendover Road	Clerk	On hold
18.101	Progress order and installation of bus shelter	Clerk	
18.101	Report faulty light at junction Bye Green/Brook End	Clerk	✓
18.101	Contact land owner re overgrown hedge on A41	Clerk	✓
18.102	Arrange football pitch lease for 2018-19	Clerk	✓
18.102	Review ROSPA inspection report	DS/Clerk	✓
18.102	Purchase bags of viafix to repair potholes in car park	Clerk	✓
18.105	Send new road name suggestions to AVDC	Clerk	✓