



Clerk: Mrs Sarah Copley  
 Email: [clerk@westonturville-pc.gov.uk](mailto:clerk@westonturville-pc.gov.uk)  
 Telephone: 01296 612838

**#Minutes of the Meeting of Weston Turville Parish Council held on 20<sup>th</sup> February 2025 at the Parish Meeting Room, Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: M Baylis, R Blackmore (Chair), M Collins, L Cook, J Kelly, C Popovici-Birkby, and C Terry  
 Clerks: Sarah Copley and Francesca Beato  
 Public Attendance: 3 members of public and Bucks Cllr S Bowles

No.	Minute	Action
	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>A resident asked that a local group be involved in the monthly community events being held at the hall. Cllr Cook would contact them directly about this.</p>	
25.22	<p><b>APOLOGIES</b></p> <p>Apologies were received from Cllr Dawkins. Cllrs Buchanan and Routledge were absent.</p>	
25.23	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) There were no declarations of interest.            b) There were no dispensation requests.</p>	
25.24	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>It was AGREED to accept the minutes of the meeting held on 16<sup>th</sup> January 2025 as a true record and the minutes were duly signed by the Chair.</p>	
25.25	<p><b>FINANCES</b></p> <p>a) <b>Payments</b> - The list of payments totalling £45,295.48 were approved and are attached to these minutes as appendix 1. The Clerk reported that 5G had given £100 credit on their last bill. It was also noted that DRAX had not invoiced for streetlighting electricity since September due to a change in their procedures, they had not been able to provide an estimated date when they would be able to raise invoices.</p> <p>b) The bank reconciliation and finance report to end of January was noted.</p> <p>c) <b>Internal Audit</b> - It was unanimously AGREED to appoint Mrs B Knight as internal auditor for the 2024-25 accounts.</p> <p>d) <b>Financial Advice</b> – The Clerk had contacted BALC who recommended that the Council arrange a meeting with CCLA. It was agreed that the Finance, Governance and Personnel Committee would meet with CCLA.</p> <p>e) <b>Cyber Pro</b> – it was agreed to include Cyber Pro with the renewal of IT services and support provided by Cloudy IT.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
25.26	<p><b>ASSET REGISTER</b></p> <p>a) The updated asset register was reviewed and approved.            b) It was unanimously AGREED to purchase labels from SignWizzard for the Council's assets with contact details for reporting any issues.</p>	Clerk
25.27	<p><b>THE PADDOCKS LAND TRANSFER</b></p> <p>The Clerk had relayed the Council's decision from the January meeting, however the developer had already instructed a contractor and replaced the worn grass matting</p>	Clerk

	with new ones. A ROSPA inspection report has been provided showing that all items were compliant. The developer were still requesting the 50% of the cost of the new grass mats be deducted from the commuted sum. After discussion it was agreed to accept the asset transfer with a commuted sum of £62,029.31.	
25.28	<p><b>ROAD SAFETY</b></p> <p>a) White Gates – the proposal and costings put forward by Bucks Council were considered. It was agreed to request a formal quote for the solutions suggested for Worlds End Lane and Marroway but to defer any changes to New Road until the new road layout was in place. The Clerk was further asked to enquire whether rumble strips would be suitable for Worlds End Lane.</p> <p>b) School Approach – the concerns of the School were considered. The Clerk was asked to seek quotes for bollards to be installed in School Approach to prevent parents parking on verges. It was noted that Bucks Council had agreed to repaint the yellow zigzags at the entrance to the school.</p>	<p>Clerk</p> <p>Clerk</p>
25.29	<p><b>HAMPDEN FIELDS</b></p> <p>The correspondence from Hampden Fields was considered and it was agreed that the Clerk write to confirm that the Council would adopt all green space within the development, including the Bedgrove Park extension should Bucks Council refuse to adopt it.</p>	Clerk
25.30	<p><b>EVENTS</b></p> <p>a) <b>Easter 10<sup>th</sup> April</b> – the arrangements and budget of £230 were agreed, it was further agreed to allocate £120 for Easter Eggs should Aston Reach or Westongrove wish to hold local Easter Egg hunts again.</p> <p>b) <b>Annual Parish Meeting, 17<sup>th</sup> April</b> – it was agreed to try a different format this year and rather than have speakers, invite local groups to have a stand at the meeting. A budget of £150 was set for refreshments which Cllr Terry agreed to organise.</p> <p>c) <b>VE Day 80, 10<sup>th</sup> May</b> - Wendover Community Board had been unable to provide a grant due to the deadline for applications having passed, however Cllr Collins had spoken to the cabinet member for communities in order to assess whether there was any leeway for this. The working group would meet again to plan within the budget line agreed.</p>	<p>Clerk</p> <p>Working group</p>
25.31	<p><b>VILLAGE HALL AND PARISH OFFICE</b></p> <p>a) <b>Fire Risk Assessment</b> – the fire risk assessment carried out as part of the café alterations was noted. The Clerk confirmed that written records were being kept for the various checks and a Fire evacuation plan in place.</p> <p><b>Boiler room doors</b> – the Clerk was asked to get quotes for replacement fire doors that met current standards.</p> <p><b>Fire training for staff</b> – the Clerk was asked to source costs for fire training.</p> <p>b) <b>Wendover Community Board “Forever cycling”</b> – it was agreed to support the use of the village hall for forever cycling exercise classes which are funded by the Wendover Community Board.</p> <p>c) <b>Emergency light repairs</b> – the emergency lights had been tested the previous week and a number had failed. The cost to repair them all was £680 plus VAT. It was unanimously agreed to accept this quote.</p> <p><i>Cllr Blackmore left the meeting, Cllr Cook chaired the remainder of the meeting.</i></p>	<p>Clerk</p> <p>Clerk</p>
25.32	<p><b>VILLAGE HALL AND PARISH OFFICE</b></p> <p>a) <b>Yellow hatching</b> – the quote for yellow hatching was considered but it was agreed that this was unlikely to stop people parking in front of the bin store and the Clerk was asked to seek quotes for bollards to be installed there.</p>	Clerk

	b) <b>Iron Railings</b> – it was noted that someone had hit the iron railings by the car park entrance and not come forward, unfortunately it was not clear who had done the damage from viewing CCTV. The quote to straighten it was agreed, the cost would be £40 if it could be done in situ or £100 if needed to be taken away.	
25.33	<b>ENVIRONMENTAL</b> a) <b>Coffee Recycling</b> - the scheme currently running in Aylesbury to recycle coffee grounds from local businesses by offering them free for use in gardens was considered. After discussion it was agreed to purchase the smallest amount possible as a trial provided the local businesses were in support. b) <b>Bug Hotel</b> – it was agreed not to proceed with this project until a suitable location could be identified.	Clerk
25.34	<b>£106 FUNDING</b> Consideration was given to suitable projects to be allocated to two developments in the parish should they be granted planning permission and suggestions included dog agility equipment, junior outdoor gym, target wall, heritage boards, outdoor gym equipment. It was agreed to consult residents before submitting proposals.	Clerk
25.35	<b>CLERK REPORT</b> The Clerk’s report was noted and is attached as appendix 2.	
25.36	<b>MATTERS FOR INFORMATION</b> Cllr Collins reported that Bucks Council had met with Thames Water regarding water supply in the future.	
25.37	<b>DATE OF NEXT MEETING</b> The next meeting would be held on Thursday 20 <sup>th</sup> March 2025 at 7pm.	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ 20<sup>th</sup> March 2025

### Actions List

Ref	Action	Who	Update / Complete
24-89	Quotes for topping up and raking path surface	Clerk	On hold until drainage resolved
24.142	Investigate options for flood lighting	Clerk	
25.10	Arrange meeting with neighbouring landowners	Clerk	
25.25c	Arrange date for internal audit	Clerk	✓
25.25d	Arrange meeting with CCLA	Clerk	
25.25e	Renewal of IT services with Cyber Pro	Clerk	✓
25.26b	Order asset labels	Clerk	✓
25.27	Progress transfer of assets at The Paddocks	Clerk	✓
25.28a	Request formal quote for white gates scheme	Clerk	✓
25.28b	Quotes for bollards in School Approach	Clerk	
25.29	Letter to Hampden Fields re SANG	Clerk	✓
25.30b	Invite groups to APM	Clerk	✓
25.31a	Quotes for replacement fire doors	Clerk	
25.31a	Quotes for fire training for staff	Clerk	✓
25.32a	Quotes for bollards to protect bin store area	Clerk	✓
25.33	Organise trial of coffee recycling scheme	Clerk	✓
25.34	Consultation on use of s106 funds	Clerk	✓

## APPENDIX 1 – RECEIPTS AND PAYMENTS LIST

### RECEIPTS

Date	Payment from	Detail	Ref	Net	Vat	Total
13/01/2025	Groundworks	Neighbourhood plan grant		£2,947.00		£2,947.00
04/02/2025	Bucks Council	S106 - café		£47,276.08		£47,276.08
Various	Various	WTT Advertising		£590.00		£590.00
<b>TOTAL</b>				<b>£50,813.08</b>	<b>£0.00</b>	<b>£50,813.08</b>

### PAYMENTS

Date	Payee	Detail	Ref	Net	Vat	Total
23/01/2025	JoJu Solar	Balance payment for solar battery	electronic	£5,579.04	£1,115.81	£6,043.42
		credit note for export meter		-£542.86	-£108.57	
23/01/2025	Action Heating Ltd	Interim payment - café plumbing	electronic	£5,000.00	£1,000.00	£6,000.00
23/01/2025	UK Security Group	CCTV recorder and UPS	electronic	£1,398.16	£279.63	£1,677.79
30/01/2025	SB Construction Ltd	Final payment café conversion	electronic	£9,147.50	£1,829.50	£10,977.00
02/02/2025	Cloudy IT	Software licences and support	DD	£75.20	£15.04	£90.24
06/02/2025	Kings Fire Ltd	Fire Risk Assessment (café conversion)	electronic	£595.00	£119.00	£714.00
17/02/2025	Multipay Card	see breakdown below	DD	£264.21	£52.24	£316.45
20/02/2025	ETC Sports Surfaces	Annual maintenance of tennis courts	electronic	£800.00	£160.00	£960.00
20/02/2025	Lengthsman	Village tidying January	electronic	£240.00		£240.00
20/02/2025	Play Inspection Company	Quarterly playground inspection	electronic	£255.00	£51.00	£306.00
20/02/2025	Action Heating Ltd	Balancing payment - café plumbing	electronic	£7,100.00	£1,420.00	£8,520.00
20/02/2025	Action Heating Ltd	Annual boiler service - office	electronic	£105.00	£21.00	£126.00
20/02/2025	Caloo	Repair to tall slide and petanque gate (25.10)	electronic	£571.00	£114.20	£685.20
20/02/2025	UK Security Group	Repair to water damaged link in column	electronic	£169.49	£33.90	£203.39
20/02/2025	Payroll	Staff salaries February	electronic	£3,072.16		£3,072.16
20/02/2025	HMRC	PAYE & NI February	DD	£693.98		£693.98
20/02/2025	SignWizzard	No littering signs (25.12)	electronic	£107.97	£21.59	£129.56
20/02/2025	Bucxton Press	WT Times Spring edition printing	electronic	£1,027.96		£1,027.96
20/02/2025	Bucks Council Pensions	Pension contribution February	electronic	£1,081.06		£1,081.06
20/02/2025	JW Mowing Services	empty dog bin, install noticeboard, wildflower beds 25.33c	electronic	£634.40		£634.40
24/02/2025	Public Works Loan Board	Loan repayment	DD	£1,786.37		£1,786.37
28/02/2025	Unity Bank	Bank fees for January	DD	£10.50		£10.50
<b>TOTAL</b>				<b>£39,171.14</b>	<b>£6,124.34</b>	<b>£45,295.48</b>

### Multipay Card - 3rd February statement

Date	Paid To	Detail	Net	Vat	Total
30/01/2025	Farmer Gracy	Plants for plane memorial min 25.12b	£72.92	£14.58	£87.50
30/01/2025	B&Q	Tools for the Wombles min 25.12d	£188.29	£37.66	£225.95
03/02/2025	Multipay	Account fee	£3.00		£3.00
<b>Statement total to January 2025</b>					<b>£316.45</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.

- **Café**

The works to convert the changing rooms to a café have been completed and signed off by building control. The café opened on 10<sup>th</sup> February and has been very busy.

- **Hampden Fields**

Works continue at the Western side with access from Wendover Road and they have also now started at the eastern side of the development with access from Aylesbury Road, Aston Clinton. They will initially install metal plates to protect the footway at the entrance and then will commence construction of a haul road and foul water sewer.

- **Stoke Mandeville Party in the Park**

Stoke Mandeville Parish Council are holding a community event on 19<sup>th</sup> July, they will be opening it up to residents of neighbouring parishes, including Weston Turville and have asked for our support in advertising it or attending. The event is already funded, they are not seeking funding from WTPC.

### **Update on actions from previous meeting:**

- **CCTV System**

The warranty on the reconditioned recorder was just 3 months and on a new box was 3 years, the new box has therefore been ordered and installed at the office, along with the UPS.

Since the new recorder was installed, there has been an issue with cabling in the column by the carpark where water had got into the column and damaged the power supply. This has since been repaired.

- **Village Hall Roof**

The ash tree pollarding was carried out on 18<sup>th</sup> February and the moss will be cleared from the hall roof next week, dependant on weather – they need a few dry days for this.

- **Playground repairs**

The repairs to the pétanque gate, MUGA gate and tall slide tower have been completed. Kompan will be on site on 3<sup>rd</sup> March for the remaining repairs. An application for grant funding towards the cost of replacing compacted grass matting with wetpour has been submitted to the Wendover Community Board.

- **Holiday Inn**

The Holiday Inn are happy for councillor surgeries to be held in their public bar / lounge area, there is no fee for this.