

Minutes of the Meeting of Weston Turville Parish Council held on 15th May 2025 at the Parish Meeting Room, Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, R Blackmore (Chair), L Cook, S Dawkins, G Lait, C Popovici-Birkby, P Routledge and C Terry
 Clerks: Sarah Copley and Francesca Beato
 Public Attendance: Six members of the public and Buckinghamshire Councillor S Bowles.

No.	Minute	Action
	<p>OPEN FORUM FOR PARISHIONERS</p> <p>A resident on behalf of several people thanked The Chandos and the Parish Council for the VE Day celebration.</p> <p>Bucks councillor S Bowles advised that the first full Council meeting would be on 21st May when the new cabinet would be announced.</p>	
25.66	<p>ELECTION OF CHAIR</p> <p>It was AGREED to elect Cllr Blackmore as Chair; Cllr Blackmore signed the acceptance of office.</p>	
25.67	<p>ELECTION OF VICE CHAIR</p> <p>It was AGREED to elect Cllr Cook as Vice Chair.</p>	
25.68	<p>APOLOGIES</p> <p>Apologies were received from Cllrs Collins and Robertson.</p>	
25.69	<p>DECLARATIONS OF INTEREST</p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
25.70	<p>MINUTES OF PREVIOUS MEETING</p> <p>It was AGREED to accept the minutes of the meeting held on 17th April 2025 as a true record and the minutes were duly signed by the Chair.</p>	
25.71	<p>MEMBERSHIP AND REMIT OF COMMITTEES AND WORKING GROUPS</p> <p>a) Membership and remit of the Council's committees was discussed, and it was agreed that committees would be:</p> <p>Finance, Governance and Personnel Committee - Cllrs Blackmore, Collins, Dawkins, C Popovici-Birkby and Terry. Cllr Terry was elected as Chair.</p> <p>Planning and Highways Committee – Cllrs Baylis, Cook, Dawkins, Lait, Routledge and Terry. Cllr Baylis was elected as Chair.</p> <p>The Chairman would be an ex-officio member of all committees.</p> <p>There were no amendments to the Terms of Reference for either committee.</p> <p>b) Neighbourhood Plan Steering Group – It was agreed that Cllrs Blackmore, Cook and Popovici-Birkby would represent the Parish Council on this group.</p> <p>c) Climate Action Working Group It was agreed Cllrs Blackmore, Cook and Routledge represent the Parish Council on this working group.</p>	

25.72	<p>REPRESENTATION AT EXTERNAL BODIES</p> <p>Representation was agreed as follows:</p> <ol style="list-style-type: none"> a) East Bucks Community Board - Cllrs Blackmore and Cook b) ARLA Liaison Group – Cllr Blackmore c) RAF Halton Stakeholders meetings – Cllr Cook and Cllr Terry d) BALC Parish Liaison meetings – Cllr Blackmore e) Hampden Fields Liaison meetings – Cllrs Blackmore, Cook, Dawkins and Baylis. f) Weston Turville Theatre Group – Cllr Dawkins g) Lead Councillor for Energy to liaise with CAWT – Cllr Routledge. 	
25.73	<p>ANNUAL ACCOUNTS 2024-25</p> <ol style="list-style-type: none"> a) The year end bank reconciliation to 31 March 2025 was reviewed and accepted. b) Internal audit report – the report of the internal auditor was noted. c) The Council reviewed and agreed the Governance Statements in the Annual Return which was then signed by the Chairman and Clerk. d) There being no questions or comments, the Accounting Statement was agreed and signed by the Chairman. The Annual Return would now be submitted for audit. e) The dates for public inspection of the accounts were confirmed as being 3rd June – 14th July 2025 and the notice of electors’ rights would be displayed. 	<p>Clerk</p> <p>Clerk</p>
25.74	<p>BANKING ARRANGEMENTS</p> <ol style="list-style-type: none"> a) Direct Debits and Standing Orders – these were reviewed and it was AGREED that all were still required and should remain in place. <ul style="list-style-type: none"> • BAS Associates for the payroll, paid quarterly • Cloudy IT for IT licences and support, paid monthly • Public Works Loan Board for the loan repayment, paid in August and February • DRAX for street light electricity paid monthly • HMRC for PAYE and NI payments, paid quarterly • Information Commissioner for Data Protection registration, paid annually b) Signatories – it was agreed that the following councillors would remain as signatories to the bank account: Cllrs M Baylis, R Blackmore S Dawkins and C Terry It was further agreed that ex-Cllr J Kelly be removed and Cllr C Popovici-Birkby be added as a signatory. 	<p>Clerk</p>
25.75	<p>REVIEW OF POLICIES</p> <p>It was unanimously AGREED to adopt the following policies as circulated with no amendments:</p> <ol style="list-style-type: none"> a) Standing Orders b) Financial Regulations c) Code of Conduct d) Scheme of Delegation 	
25.76	<p>GENERAL POWER OF COMPETENCE</p> <p>Details of the General Power of Competence had been circulated. The Clerk explained that it was necessary for the Council to confirm that all the conditions for the GPC were met.</p> <p>It was RESOLVED that Weston Turville Parish Council met the criteria for eligibility and would adopt the General Power of Competence.</p>	

<p>25.77 WESTON TURVILLE TIMES</p> <p>It was AGREED to appoint Cllr Cook as editor for the Weston Turville Times assisted by a local resident.</p>	
<p>25.78 FINANCES</p> <p>a) The list of payments totalling £8628.34 were approved and are attached to these minutes as appendix 1.</p> <p>b) It was resolved to continue to subscribe to the following:</p> <ul style="list-style-type: none"> • Bucks and Milton Keynes Association of Local Councils • Employee Assistance Programme • SLCC Membership for Clerk and Assistant Clerk • Breakthrough Communications Council Hive • Parish Online • Open Spaces Society • CANVA <p>c) Grant Request from 14th Vale of Aylesbury Scouts – the grant application for £1000 for new sports and games equipment was considered and it was unanimously agreed.</p> <p>d) Grant request from Weston Turville Theatre Group - the grant application for £1200 to establish the new group and put on the first production was considered and it was unanimously agreed.</p> <p>e) IT Equipment – Cllr Popovici-Birkby suggested that the Council carry out a review of its IT equipment and implement a rolling programme of replacement. It was noted that the Clerk’s laptop in particular was 4 years old and experiencing some reliability issues. After discussion it was agreed to refer to the Finance and Government Committee to review and create an IT policy, Cllr Baylis agreed to assist.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.79 TRAINING</p> <p>It was unanimously agreed to sign the learning agreement for the Assistant Clerk to undertake CILCA.</p>	
<p>25.80 WESTONMEAD FARM</p> <p>The development at Westonmead Farm would be providing SANG (suitable alternative natural green space) and other public open space, including a children’s playground. After discussion it was agreed that the Council would adopt subject to an adequate commuted sum being provided for the maintenance and that the figures are checked.</p>	
<p>25.81 PARKING AT THE VILLAGE HALL</p> <p>It was agreed to set up a working group to investigate options to improve parking provision at the hall. Cllrs Baylis, Cook and Lait agreed to be part of the working group, the School and Café would be invited to be involved.</p>	
<p>25.82 RECREATION GROUND</p> <p>a) Safety Report - The quarterly safety inspection had been carried out in April and the report considered. It was noted that all issues were Low or Very Low risk. It was agreed to submit an application for S106 funds to install the wet pour, and replace the springers and benches.</p> <p>b) Zipwire – a full inspection had been carried out for the zipwire and the report detailing a number of defects was noted. The quote of £2485.55 for remedial works from the supplier was considered and it was agreed to accept this.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>c) Pétanque – the pétanque court was in need of some maintenance to improve the playing surface and it was agreed to accept the quote from Caloo for the remedial work.</p> <p>d) Quarterly Inspections for 2025-26 – It was unanimously agreed to accept the quote for quarterly inspections of the recreation ground facilities from The Play Inspection Company.</p> <p>e) Pitch Hire Fees – it was noted that Aston Clinton Colts wished to hire the pitches again for the 2025-26 season. It was agreed the fees would remain at £1300 per annum.</p> <p>f) Waste Collection – Due to increased use of the recreation ground and facilities, including the café, there had been a large increase in the amount of litter at the recreation ground. After discussion it was agreed to accept the quote from Sheilds to empty and take rubbish away twice a week and to work with Street food to manage waste at the monthly events.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
25.83	<p>VILLAGE HALL</p> <p>a) Fire Doors - The recent fire risk assessment had highlighted that the fire doors for the boiler room were not up to current standards and needed replacing. Quotes had been sought but out of the 6 companies approached, just 2 had provided a quote. It was agreed to accept the quote from OCD FM LTD for £1,986.28.</p> <p>b) Outside tap - it was agreed to accept the quote of £120 from Action Heating to install a tap to the rear of the hall.</p>	<p>Clerk</p> <p>Clerk</p>
25.84	<p>FOOTWAY OBSTRUCTION</p> <p>The correspondence received was considered and it was agreed that the Parish Council write to Highways to support the resident and request that Highways investigate this matter and take necessary steps to remove the obstruction and restore the highway.</p>	<p>Clerk</p>
25.85	<p>CLERK'S REPORT</p> <p>The Clerk's report was noted. It was agreed to permit HS2 to park their mobile visitor centre in the hall car park in June.</p>	
25.86	<p>MATTERS FOR INFORMATION</p> <p>Nothing raised.</p>	
25.87	<p>DATE OF NEXT MEETING</p> <p>The next meeting would be on Thursday 19th June at 7pm.</p>	
25.88	<p>CONFIDENTIAL ITEMS</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>	
25.89	<p>PURCHASE OF LAND OFF BARLEY CLOSE</p> <p>The Clerk updated Councillors on the latest position regarding the purchase of the land and the overage agreement. The Chair and Clerk were delegated authority to sign the purchase agreement once the overage was agreed by the seller.</p>	
25.90	<p>STAFFING MATTERS</p> <p>The Clerk requested a reduction in her contracted hours, which was agreed by the Council with effect from 1st July. In response to ongoing operational needs, it was also agreed that a Parish Warden role would be created. The position would be advertised</p>	<p>Clerk</p>

	on pay scale SCP 13–17 and LGPS, with an annual increment subject to satisfactory performance. It was further agreed that Cllrs Blackmore, Cook, Dawkins, and Terry will form the interview panel and oversee the recruitment process along with the Clerk.	
25.91	INVOICE DISPUTE It was agreed that the Council obtain some advice with regard to the invoice and seek to settle with the company.	

Signed: _____ Date: 15th May 2025

Actions List

Ref	Action	Who	Update / Complete
24.142	Investigate options for flood lighting	Clerk	
25.25d	Arrange meeting with CCLA	Clerk	
25.28b	Quotes for bollards in School Approach	Clerk	
25.43	Quotes for streetlight repairs	Clerk	✓
25.73d	Submit annual return to external auditor	Clerk	✓
25.73e	Display notice of elector's rights	Clerk	✓
25.78c	Decision of grant application to Scouts	Clerk	✓
25.78d	Decision of grant application to the theatre group	Clerk	✓
25.81	Arrange meeting of car park working group	Clerk	✓
25.82a	S106 application for playground items	Clerk	✓
25.82b	Place order for zipwire repairs	Clerk	✓
25.82c	Place order for pétanque maintenance	Clerk	✓
25.82d	Place order for quarterly park inspections	Clerk	✓
25.82f	Arrange contract for waste collection	Clerk	✓
25.83a	Place order for fire doors	Clerk	✓
25.83b	Place order for outdoor tap	Clerk	✓
25.84	Write to highways re footpath obstruction	Clerk	✓
25.89	Advertise Parish Warden role	Clerk	✓

APPENDIX 1 – PAYMENTS LIST

Date	Who	Detail	Ref	Net	Vat	Total
07/05/2025	Cloudy IT	Software licences and support (May)	DD	£97.30	£19.46	£116.76
15/05/2025	Milton Keynes Play Assoc	2 summer play sessions	electronic	£1,086.80		£1,086.80
15/05/2025	The Play Inspection company	quarterly inspection	electronic	£255.00	£51.00	£306.00
15/05/2025	Kompan	Cable way full inspection	electronic	£400.00	£80.00	£480.00
15/05/2025	B Knight	Internal audit fee	electronic	£190.00		£190.00
15/05/2025	Shield Maintenance	Dog bin collection (April)	electronic	£368.33	£73.67	£442.00
15/05/2025	Assistant Clerk	Mileage and parking claim	electronic	£34.01		£34.01
15/05/2025	Payroll	May salaries	electronic	£3,058.84		£3,058.84
15/05/2025	Bucks Council	Pension contribution May	electronic	£1,137.98		£1,137.98
15/05/2025	HMRC	PAYE & NI - May	electronic	£818.61		£818.61
15/05/2025	R Haines	Village tidying - April	electronic	£415.00		£415.00
16/05/2025	Multipay Card	See breakdown below	DD	£66.48	£12.69	£79.17
19/05/2025	DRAX	streetlight electric April	DD	£336.98	£67.40	£404.38
21/01/2025	5G Communications	landline and broadband	DD	£49.00	£9.80	£58.80
TOTAL				£8,314.33	£314.01	£8,628.34

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.

- **HS2 Community Engagement**

HS2 regularly hold community engagements events along the route of the line, they have held several in Stoke Mandeville, Wendover and Ellesborough. They would like to bring their mobile visitor centre to the village hall and set up in the car park for people to come and see them, ask questions etc. They would like to come on Weds 11th June from 1-3pm but if this is not possible, their backup date is Tues 10th June in the morning.

- **Village Hall**

One of the outside lights has failed, our electrician has ordered a replacement and will fit as soon as it is in stock at a cost of £155.

- **Street naming – Hampden Fields**

The roads to the east of the development, near Woodlands roundabout, have been named using some of the farming suggestions provided by the Parish Council. (Bell Green, Thomas Street, Ferguson Lane, Billingsley Way, Whitney Green, Mollison Crescent, Spedding Lane).

NOTE: The street naming team have asked for another 50 names to be put forward.

Update on actions from previous meeting:

- The bollards have now been installed near the bin store.
- There has been a delay with the litter bins which will now be delivered w/c 19th May