

<p>24.103 FINANCES</p> <p>a) The list of payments totalling £18,548.32 were approved and are attached to these minutes as appendix 1.</p> <p>b) The bank reconciliation and finance report were noted, there were no queries raised.</p> <p>c) Bank account – the Finance, Governance and Personnel Committee had recommended that the Council move their bank accounts to Unity Trust which is an ethical bank and has an account tailored to parish councils. It was unanimously AGREED to move the Council’s account and to arrange for a credit card for the Clerk’s use with a limit of £1500 as previously agreed.</p>	Clerk
<p>24.104 PROJECTS REVIEW</p> <p>a) The list of projects was reviewed and it was AGREED to continue with them all except the information boards which would be deferred until new developments were complete, new lead councillors were appointed where necessary. An additional event had been suggested working with CAWT and this would be added to the July agenda.</p> <p>b) Replacement stiles – it was AGREED to fund the replacement of two damaged stiles/gates this year, one on footpath WTU/24/4 and the other on footpath WTU/29/2.</p> <p>c) Dog bins – it was AGREED to install the new dog bins at The Paddocks, the recreation ground between the two fields. The Council would put an article in next issue of WT Times to ask for suggestions for the third bin.</p> <p>d) Solar panel battery – the revised quote from JoJu Solar to install a battery for the solar panels was accepted. The Clerk confirmed Bucks Council had approved use of s106 funds for this expenditure.</p>	Clerk Clerk Clerk
<p>24.105 FINANCE, GOVERNANCE AND PERSONNEL COMMITTEE</p> <p>a) The minutes of the committee meeting held on 11th June were noted.</p> <p>b) It was agreed to accept the Committee’s recommendation to adopt the following policies:</p> <ul style="list-style-type: none"> • Financial Regulations – updated to new model regulations provided by NALC • Biodiversity Policy – updated to the NALC model policy • CCTV Policy – minor amendment • Social Media Policy – amended to reflect staffing levels • Information and Data Protection Policy – no amendments • Information Security Policy – no amendments • Data Retention Policy – no amendments • Privacy Notice – no amendments • Publication Scheme – updated with postage costs 	
<p>24.106 PLANNING AND HIGHWAYS COMMITTEE</p> <p>The meeting scheduled for 13th June had not taken place as it was inquorate and had been rescheduled for 25th June.</p>	
<p>24.107 HAMPDEN FIELDS</p> <p>Cllr Collins and the Clerk had met with the Hampden Fields project manager who had updated on current reserved matters applications. When asked about cycle routes between Hampden Fields and the village he confirmed that none were in the plans.</p> <p>Cllr Collins said that it was important to ensure planning consent conditions are met by Taylor Wimpey.</p> <p>A meeting had been requested with the Planning Officer to discuss the land by Tamarisk Way.</p>	

<p>24.108 HALTON LANE WEIGHT RESTRICTION</p> <p>Halton Parish Council had requested support from Weston Turville and Wendover parish councils to stop HGVs using this route due to damage to the bridge and danger to pedestrians and cyclists. It was AGREED to work with Halton and that Cllr Collins would lead on this.</p>	
<p>24.109 VILLAGE HALL AND PARISH OFFICE</p> <p>a) The asbestos survey report was noted, there had been no change to the condition of the asbestos.</p> <p>b) The fire alarm system had recently been serviced and two matters flagged as non-compliant:</p> <ol style="list-style-type: none"> 1. A lockable labelled isolator to be installed adjacent to the control panel. This was a new legal requirement since the system was first put in. The cost to install this would be £178 plus VAT. It was unanimously AGREED to accept this quote. 2. A pictorial zone chart of the building was required. After discussion it was AGREED to have this done once the café was completed so that this could accurately be included in the plan. 	<p>Clerk</p> <p>Clerk</p>
<p>24.110 CLERK REPORT AND CORRESPONDENCE</p> <p>The Clerk's report was noted and is attached as appendix 2.</p>	
<p>24.111 MATTERS FOR INFORMATION</p> <p>Cllr Collins raised the following items:</p> <ul style="list-style-type: none"> • He was organising a community event to commemorate the anniversary of the Battle of Britain. • Requested that the parish council consider an event to celebrate the 80th anniversary of VE Day on 8th May 2025. (agenda item for July) • There had been an accident in New Road where cars were parked just past the entrance to Walton Place, he would be taking this up with Thames Valley Police. • Brown bins – he would be writing an article about the procedure to apply for these bins to go in parish magazines across his ward. • Reported that concerns were being raised about the impact of LED lights on the environment, the Chairman updated that she had been invited to a meeting with other parishes to discuss this. <p>Cllr Popovici-Birkby said that he would be putting a note on the Aston Reach facebook page to let them know he was now their local parish councillor.</p> <p>Cllr Blackmore had attended two carbon training events run by SLCC which had been very useful.</p>	
<p>24.112 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be held on Thursday 18th July at 7pm.</p>	
<p>24.113 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>	
<p>24.114 OUTDOOR GYM TENDER</p> <p>It was unanimously AGREED to accept the tender from Fresh Air Fitness.</p>	

24.115 STAFFING MATTERS	It was unanimously agreed to accept the recommendation from the Finance Governance and Personnel Committee to change the hours worked by both the Clerk and Assistant Clerk.	
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Signed: _____ Date: 18th July 2024

Actions List

Ref	Action	Who	Update / Complete
23.131	Quotes for bat and bird survey	Clerk/LC	
24.71	Quotes for fencing	Clerk	On hold
24-89	Quotes for topping up and raking path surface	Clerk	One received
24-91	Plan for autumn planting	LC / CT	✓
24-93	Obtain costs for large scale map of parish	Clerk	✓
24-102a	Quotes for Christmas tree anchor and power supply	Clerk	✓
24-102b	Confirm arrangements for defibrillator with pub	Clerk	
24-103	Switch bank account to Unity Trust	Clerk	✓
24-104b	Confirm replacement gates with ramblers	Clerk	✓
24-104c	Arrange installation of dog bins	Clerk	✓
24-104d	Place order for solar batteries	Clerk	✓
24-105	Upload updated policies to website	Clerk	✓
24-109b	Place order for fire alarm isolator	Clerk	✓

APPENDIX 1 – RECEIPTS AND PAYMENTS LIST

RECEIPTS

Date	Who	Detail	Ref	Net	Vat	Total
11/06/2024	Bucks Council	s106 funds - table tennis table		£5,795.71		£5,795.71
TOTAL				£5,795.71	£0.00	£5,795.71

PAYMENTS

06/06/2024	Clerk	Cost claim - D Day event and Canva subscription	electronic	£709.30	£59.04	£768.34
07/06/2024	Cloudy IT	Software licences and support	DD	£75.20	£15.04	£90.24
18/06/2024	DRAX	Street light electricity for May	DD	£358.71	£71.74	£430.45
18/06/2024	DRAX	Street light electricity for May	DD	£38.08	£1.90	£39.98
20/06/2024	5G	Landline and broadband May	DD	£46.00	£9.20	£55.20
20/06/2024	Buxton Press Ltd	WT Times Summer edition printing	electronic	£1,027.96		£1,027.96
20/06/2024	AVA Recreation	Supply and install table tennis table	electronic	£5,795.71	£1,159.14	£6,954.85
20/06/2024	SignSense	Licences for installing MVAS sockets	electronic	£386.00		£386.00
20/06/2024	BALC	EAP membership 2024-25	electronic	£97.20		£97.20
20/06/2024	Payroll	June payroll	electronic	£2,584.41		£2,584.41
20/06/2024	Clerk	Cost claim - ink, graffiti remover, secateurs	electronic	£115.72	£23.14	£138.86
20/06/2024	Assistant Clerk	Cost claim - stamps	electronic	£13.60		£13.60
20/06/2024	HMRC	June PAYE & NI	DD	£443.71		£443.71
20/06/2024	Bucks Council - Pensions	June pension payment	electronic	£880.51		£880.51
20/06/2024	Bucks Council	Building control application fee	electronic	£600.00		£600.00
20/06/2024	SLCC Enterprises	Course fee Asst Clerk	electronic	£170.00	£34.00	£204.00
20/06/2024	Lengthsman	village tidying	electronic	£707.00		£707.00
20/06/2024	ELB Surveys	Annual asbestos inspection	electronic	£420.00		£420.00
20/06/2024	UK Security Group	CCTV annual service	electronic	£255.00	£51.00	£306.00
20/06/2024	Millbrook Land Planning	Preparation of building regulation plans and application	electronic	£2,000.00	£400.00	£2,400.00
TOTAL				£16,724.11	£1,824.21	£18,548.32

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.

- **Fly Tipping on the Glebe field to rear of Five Bells**
The Clerk and Assistant Clerk have removed the white containers from the field and disposed of them. The fridges are located in a position which has a lot of overhanging branches and shrubs, it is not currently possible for a contractor to use the grabber to pull them out, the foliage needs cutting back first.
- **S106 funds**
Formal applications for use of s106 funds for the café and field drainage have been submitted to Bucks Council, responses awaited. Once approval was received, quotes will be sought for both works.
- **Large Map (minute 24.93)**
A B0 size map of the parish has been ordered at a cost of £135.
- **Quote to top up and roll the path around the playing fields (minute 24-89)**
An initial quote had been received to top up and roll the entire path, due to the high amount quoted the Clerk had requested a meeting with the contractor on site to walk round and discuss other alternatives.
- **6th June D Day event**
This event had been very well attended and thank you emails had been received.
- **Carbon Literacy Qualification**
The Clerk and Chairman had recently attended this useful course. The next steps for the Council would be to create an action plan to reduce the Council’s carbon footprint, this would be added to the next agenda.