

Minutes of the Meeting of Weston Turville Parish Council held on 19th September 2024 at the Parish Meeting Room, Weston Turville Village Hall.

PRESENT:

Parish Cllrs: M Baylis, R Blackmore (Chair), L Cook, S Dawkins, J Kelly, C Popovici-Birkby and C Terry

Clerks: Sarah Copley and Francesca Beato

Public Attendance: Five members of public

No.	Minute	Action
	<p>OPEN FORUM FOR PARISHIONERS</p> <p>Residents from Aston Reach raised concerns over speeding within the development. They were also concerned that traffic had been diverted through the estate during the recent closure of Aston Clinton Road.</p>	
24.135	<p>APOLOGIES</p> <p>Apologies were received from Cllrs Collins and Routledge, Cllr Buchanan was absent.</p>	
24.136	<p>DECLARATIONS OF INTEREST</p> <p>a) There were no declarations of interest. b) There were no dispensation requests.</p>	
24.137	<p>MINUTES OF PREVIOUS MEETING</p> <p>It was AGREED to accept the minutes of the meeting held on 18th July 2024 as a true record and the minutes were duly signed by the Chair.</p>	
24.138	<p>FINANCE, GOVERNANCE AND PERSONNEL COMMITTEE</p> <p>a) The minutes of the meeting held on 10th September were noted and the recommendations therein considered. It was AGREED to accept the recommendations as follows:</p> <ul style="list-style-type: none"> • To renew the Council's insurance with Gallagher at a cost of £6,124.37 and to enter into a 3 year deal. • To adopt the following policies with no amendments: Memorial Bench Policy and Subject Access Request Policy • To adopt the updated Action Plan <p>b) It was noted that the Assistant Clerk's appraisal had been carried out and that in accordance with her contract, salary increased by one point.</p>	Clerk
24.139	<p>FINANCES</p> <p>a) The list of payments totalling £42,007.26 were approved and are attached to these minutes as appendix 1.</p> <p>b) It was noted that £66,000, being the sum of the Council's general reserve, had been moved to an Instant Access savings account with Unity Bank.</p> <p>c) External Audit – the external audit was now complete with no issues raised, the report had been posted on the website.</p> <p>d) Bank Signatories – it was AGREED to add Cllrs Dawkins and Kelly as signatories to the Council's account.</p>	Clerk

<p>24.140 EVENTS</p> <p>a) Remembrance Service, November – a quote of £120 had been received for closing the roads during Remembrance Service. It was AGREED to accept this quote.</p> <p>b) ECO Family Fun Day – the budget for the event on 12th October was AGREED. It was noted that the Wendover Community Board had agreed to provide a grant of £765 towards the costs.</p> <p>c) Christmas Carols, 6th December – it was agreed to set a budget of £150 for refreshments for this event.</p>	
<p>24.141 SPEED SIGN</p> <p>The Clerk reported that the mobile vehicle activated sign (MVAS) had been damaged and batteries stolen. After discussion it was AGREED to accept the quote of £801.72 to repair the MVAS and to purchase a lock cover at a cost of £45.34.</p>	Clerk
<p>24.142 RECREATION GROUND</p> <p>a) Annual Inspection – the report from the annual inspection carried out in July was noted. There were no medium or high risk matters for concern. It was AGREED to accept the low and very low risk and to monitor. The Assistant Clerk carried out weekly visual inspections.</p> <p>b) Flood Lighting – a request had been received for flood lighting the MUGA and skate park. It was agreed to look into the options for this, it was noted that a planning application would be required for lighting.</p>	Clerk
<p>24.143 STREET FURNITURE</p> <p>a) Street light testing – the three quotes received for electrical and structural testing of the street lights were considered. It was AGREED to accept the quote from Sparkx to carry out this work.</p> <p>b) Litter Bin – a request had been received for a litter bin to be installed at the bus lay by in Aston Clinton Road near the Holiday Inn. It was AGREED to fit a bin at each bus stop at this location.</p> <p>c) Dog waste bin – a request had been received for a dog waste bin to be installed at the reservoir layby. It was AGREED to install a dog bin at this location. Cllr Popovici-Birkby said that more bins were needed at Aston Reach, the Clerk would contact First Port.</p>	Clerk Clerk Clerk
<p>24.144 CAFÉ</p> <p>The Clerk reported that Bucks Council had approved the building control plans earlier that month and that the tender for the works was now live with a deadline of 7th October. Tenders for the work would be on the October agenda.</p> <p>The cost for a solicitor to draw up the lease for the café would be £1,500. It was agreed to proceed with the lease and that Cllrs Terry and Dawkins would work with the Clerk on this.</p>	
<p>24.145 WOMBLES</p> <p>Cllr Cook requested that a sign be purchased to promote the Weston Turville Wombles when they are working in the parish. It was AGREED to purchase a sign at cost of £77.50 plus delivery at £14.95.</p> <p>It was further agreed to purchase 20 hi-viz jackets with the wombles logo and 20 with Parish Council logo for councillors and volunteers to wear whilst working.</p>	Clerk Clerk
<p>24.146 HAMPDEN FIELDS</p> <p>A meeting had been held with the Project Manager, the planning application for phase one of the green infrastructure was due to be submitted the following week. He would</p>	

<p>arrange for the council to receive a briefing on the plans to ensure that the ongoing maintenance needs were understood as the Council would be adopting the green spaces.</p> <p>It was noted that an amendment was going to be made to the S106 agreement as some of the green spaces were now SANG (suitable alternative natural greenspace) and would have a different maintenance regime.</p> <p>Bridges – the Council had been asked to consider the types of bridges they would like to see in the development. After consideration it was agreed to request that recycled plastic benches were installed.</p>	
<p>24.147 THE PADDOCKS</p> <p>The public open spaces at The Paddocks had been signed off by Bucks Council and could now be handed over to the Parish Council along with a commuted sum for the maintenance. The Council’s legal fees would be met by the developer and it was agreed that Wellers Hedley would act for the Council. It was agreed Cllr Cook would attend solicitor meetings with the Clerk.</p>	
<p>24.148 SAFER ROUTES FOR PEDESTRIANS AND CYCLISTS</p> <p>a) Cllrs Blackmore and Cook, along with the Clerk, had walked the rights of way between Aston Reach and Kingsbrook schools. The routes were very difficult to navigate and not currently suitable for school children to use. There was a slightly better route from via Broughton and along the canal but had safety concerns due to there being no pedestrian crossing for Broughton Lane. Cllr Collins had raised the lack of a safe route to schools with Buckinghamshire Council’s cabinet member.</p> <p>b) Consultation on Local Cycling and Walking Infrastructure Plan – the draft response to the consultation was considered and it was agreed to name New Road, Marroway and Worlds End Lane within the response. The Chair encouraged everyone to submit their individual responses.</p>	Clerk
<p>24.149 COMMUNITY CLIMATE ACTION PLAN</p> <p>A community climate action plan is intended to be drawn up and implemented by the community. A facilitator would be required to help the community achieve this and a proposal had been put forward by “The Great Collaboration” to help coordinate the plan and access funding. The cost for this would be £10,000 which would be shared between all the parishes taking part. The co-ordinator for Wendover Community Board had indicated that they may be willing to provide funding towards this.</p> <p>It was AGREED that the Parish Council would contribute £1,000 towards the project. Cllrs Blackmore and Cook would be the Parish Council’s representatives on this group.</p>	
<p>24.150 CLERK REPORT AND CORRESPONDENCE</p> <p>The Clerk’s report was noted and is attached as appendix 2. It was agreed to arrange the gym demonstration on the same day the café opened.</p>	
<p>24.151 MATTERS FOR INFORMATION</p> <p>Cllr Popovici-Birkby asked that a litter pick station for Aston Reach be added to the next agenda for consideration.</p>	
<p>24.152 DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be held on Thursday 17th October at 7pm.</p>	
<p>24.153 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>	

24.154 PURCHASE OF LAND	The report on the purchase of land within the village was considered and it was agreed to proceed with the purchase and next steps as recommended within the report.
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Signed: _____ Date: 17th October 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
24-102b	Confirm arrangements for defibrillator with pub	Clerk	
24.138	Renew insurance	Clerk	✓
24.139d	Add Cllrs Dawkins and Kelly as bank signatories	Clerk	✓
24.141	Place order for MVAS repair and batteries	Clerk	✓
24.142	Investigate options for flood lighting	Clerk	
24.143a	Place order for street light testing	Clerk	✓
24.143b	Arrange installation of litter bins	Clerk	✓
24.143c	Arrange installation of dog bin	Clerk	✓
24.143c	Contact First Port re additional bins for Aston Reach	Clerk	✓
24.145	Place order for Wombles sign	Clerk	✓
24.145	Purchase hi-viz jackets	Clerk	
24.147	Progress land transfer at The Paddocks	Clerk / Cllr Cook	
24.148	Submit response to LCWIP consultation	Clerk	✓
24.154	Progress land purchase	Clerk	

APPENDIX 1 – RECEIPTS AND PAYMENTS LIST

RECEIPTS

Date	Who	Detail	Ref	Net	Vat	Total
Aug/Sep	Various	WTT advertising revenue		£555.00		
12/08/2024	AC Colts	Football fees		£1,300.00		
06/09/2024	Bucks Council	S106 funds - Outdoor gym		£37,996.00		
13/09/2024	Bucks Council	Precept - second 50%		£66,000.00		
TOTAL				£105,851.00	£0.00	£0.00

PAYMENTS

Date	Who	Detail	Ref	Net	Vat	Total
02/08/2024	Cloudy IT	Office 365 licences and support	DD	£75.20	£15.04	£90.24
16/08/2024	DRAX	Street light electricity July	DD	£38.08	£1.90	£39.98
16/08/2024	DRAX	Street light electricity July	DD	£358.71	£71.74	£430.45
19/08/2024	Staff	Salaries August	300001 & 2	£2,823.26		£2,823.26
20/08/2024	5G Communications	Landline and broadband	DD	£46.08	£9.21	£55.29
20/08/2024	The Play Inspection Co	ROSPA inspection	Electronic	£255.00	£51.00	£306.00
20/08/2024	Action Heating	Attend to fault on office boiler	Electronic	£60.00	£12.00	£72.00
20/08/2024	Buxton Press	WT Times Autumn	Electronic	£1,027.96		£1,027.96
20/08/2024	PKF Littlejohn	External audit fee	Electronic	£420.00	£84.00	£504.00
20/08/2024	Windowflowers	Planters June - December	Electronic	£424.00	£84.80	£508.80
20/08/2024	Oxford Diocese	The Glebe field rent	Electronic	£100.00	£20.00	£120.00
20/08/2024	Pyrotec Services	Fire alarm annual maintenance	Electronic	£204.00	£40.80	£244.80
20/08/2024	Clerk	Cost claim	Electronic	£53.31	£10.06	£63.37
20/08/2024	Buckinghamshire Council	Pension contribution August	Electronic	£983.07		£983.07
22/08/2024	Public Works Loans Board	Loan repayment	DD	£1,786.37		£1,786.37
01/09/2024	Cloudy IT	Office 365 licences and support	DD	£75.20	£15.04	£90.24
11/09/2024	Unity Trust	Card set up fee	Electronic	£50.00		£50.00
17/09/2024	DRAX	Street light electricity August	DD	£358.71	£71.74	£430.45
17/09/2024	DRAX	Street light electricity August	DD	£38.08	£1.90	£39.98
19/09/2024	5G Communications	Landline and broadband	DD	£46.28	£9.26	£55.54
19/09/2024	Climate Action WT	Grant, minute reference 23.136	Electronic	£384.00		£384.00
19/09/2024	Fresh Air Fitness	Balance for outdoor gym	Electronic	£18,431.00	£3,686.20	£22,117.20
19/09/2024	Clerk	Cost claim -stationery & bulbs etc min 24.91	Electronic	£443.96	£79.49	£523.45
19/09/2024	Lengthsman	Village tidying - July	Electronic	£437.50		£437.50
19/09/2024	Lengthsman	Village tidying - August	Electronic	£330.00		£330.00
19/09/2024	E Sharp Electrical	Make light safe and then replacement	Electronic	£586.00	£117.20	£703.20
19/09/2024	Cllr Terry	Cost claim - tree protection shield	Electronic	£16.66	£3.33	£19.99
19/09/2024	UK Security Group	CCTV repairs,min ref 24.127	Electronic	£2,105.00	£421.00	£2,526.00
19/09/2024	Staff	Salaries September	Electronic	£3,000.89		£3,000.89
19/09/2024	Buckinghamshire Council	Pension contribution September	Electronic	£1,041.82		£1,041.82
22/09/2024	HMRC	PAYE & NI August	DD	£580.54		£580.54
22/10/2024	HMRC	PAYE & NI September	DD	£620.86		£620.86
TOTAL				£37,201.54	£4,805.72	£42,007.26

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.

- **Outdoor Gym Equipment**

The new outdoor gym has now been installed, the equipment was inspected on 23rd August and opened for people to use. Feedback received has been very positive. Included within the cost for the equipment was funding for a 2 hour launch session when Fresh Air fitness will demonstrate the equipment, date to be agreed.

- **Consultations**

The consultations for a Christmas tree and switching off street lights went into the Autumn Weston Turville Times with a deadline for responses of 30th September. The results of the consultation and consideration of next steps will be discussed at the October meeting.

- **Battery for solar panels**

Unfortunately the installation of the battery and export meter has been delayed until October, it is now booked in for 28th October. After site surveys, the supplier advised that the best place for the battery was in the outer gent’s cloakroom, near the fuse boards. The battery will be within a cage to prevent any tampering.

- **Neighbourhood Plan Review** – the steering group continues to meet but have agreed that a consultant will be needed to steer them through the process. Localities are providing grants for neighbourhood plan reviews. There will be a recommendation from the group put to the October meeting on which consultant to engage.

- **PAT Testing** – the annual PAT testing is due to take place later this month, the cost will be £99 excl VAT.

- **Benches for tennis courts** – The community board have awarded the Parish Council with a grant of 50% of the cost of two benches. The benches have been ordered and are due to be delivered at the end of the month.