

**#Minutes of the Meeting of Weston Turville Parish Council held on 16<sup>th</sup> January 2025 at the Parish Meeting Room, Weston Turville Village Hall.**

**PRESENT:**

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

Clerks: Sarah Copley and Francesca Beato

Public Attendance: 4 members of public and Bucks Cllr S Bowles

No.	Minute	Action
	<b>OPEN FORUM FOR PARISHIONERS</b> No matters were raised under this item.	
25.1	<b>APOLOGIES</b> Apologies were received from Cllrs Buchanan and Routledge.	
25.2	<b>DECLARATIONS OF INTEREST</b> a) There were no declarations of interest. b) There were no dispensation requests.	
25.3	<b>MINUTES OF PREVIOUS MEETING</b> It was AGREED to accept the minutes of the meeting held on 21 <sup>st</sup> November 2024 as a true record and the minutes were duly signed by the Chair.	
25.4	<b>BUDGET AND PRECEPT 2025-26</b> a) The draft budget was reviewed and unanimously AGREED. b) It was unanimously AGREED that a precept demand of £141,360 be submitted to Buckinghamshire Council, this equated to a 5% increase which is £2.85 per annum on the Band D equivalent.	Clerk
25.5	<b>FINANCES</b> a) Breakthrough Communications Council Hive Service – it was AGREED to renew membership to this service at a cost of £699 plus VAT per annum. This invoice would be added to the list for payment. b) The list of payments totalling £88,614.15 were approved and are attached to these minutes as appendix 1. The Clerk reported that she was currently disputing an invoice from 5G communications for the costs to install the wifi extender as it was significantly higher than quoted. c) It was AGREED to set up a direct debit to HugoFox for the website hosting fee. d) The bank reconciliation and finance report to end of December 2024 was noted.	
25.6	<b>NEIGHBOURHOOD PLAN</b> Cllr Cook gave an update on progress to date and advised that the steering group were now in need of the services of a consultant to guide them through the next steps. It was unanimously agreed to engage Sally Chapman.  It was agreed to accept grant funding from Localities to fund the consultant and further to work with Localities who would provide technical support to produce a design code for Weston Turville.	

25.7	<p><b>HAMPDEN FIELDS</b></p> <p>a) <b>SANG</b> – It was noted that the first tranche of SANG was likely to be passed to the Parish Council at the end of 2025, along with a commuted sum to maintain it in perpetuity.</p> <p>b) It was AGREED to engage a surveyor at a cost of £250 to review the maintenance schedule and commuted sum being offered.</p> <p>c) It was AGREED to agreed to look at options for financial advice to ensure the best return for the commuted sum.</p>	Clerk  Clerk
25.8	<p><b>THE PADDOCKS ASSET TRANSFER</b></p> <p>a) The ROSPA inspection for the children’s play area at The Paddocks was noted and the developer’s request that the cost of replacing safety grass matting be split between the Parish Council and the developer considered. After discussion it was agreed that the Council accept 50% of the cost to replace the grass matting but that the preference was for the Council get the work carried out. It was further agreed that wet pour was longer lasting and to get quotes to have that installed rather than grass matting.</p> <p>b) The commuted sum for this land was £65,919 (not including the grass matting costs).</p>	Clerk
25.9	<p><b>GROUND MAINTENANCE CONTRACT</b></p> <p>It was noted that the 3 year contract for grounds maintenance was due for renewal in April. The current contractor had provided costs for next year, including maintenance of land at The Paddocks. After discussion it was AGREED to offer a one year extension in order to be able to include the SANG when renewing the contract from April 2026.</p> <p>The costs for weekly visual playground inspections were noted, these would remain inhouse for 2025-26.</p>	Clerk
25.10	<p><b>RECREATION GROUND</b></p> <p>a) The quotes for remedial works to the play equipment for the low risk items on the recent inspection was noted and it was AGREED to accept the quotes for all items except replacing the grass matting by the swings. The Clerk was asked to obtain quotes to replace with wetpour and to apply to the Community Board for funding towards this.</p> <p>b) <b>Field Drainage</b></p> <ul style="list-style-type: none"> <li>• It was noted that Buckinghamshire Council had approved use of S106 funds to install field drainage on the football pitch field.</li> <li>• Three companies had been approached to provide a quote to produce a specification for field drainage which would be used to tender the work. Two quotes had been received but the third had advised that initially the Council work with neighbouring landowners to reinstate the ditches that had become blocked up and full of scrub. It was agreed that Cllrs Blackmore, Cook and Dawkins along with the Clerk would meet with the neighbouring landowners in the first instance.</li> </ul>	Clerk  Clerk, RB, LC, SD
25.11	<p><b>VILLAGE HALL AND PARISH OFFICE</b></p> <p>a) <b>Moss clearance</b> – the contractor agreed at the previous meeting was unable to carry out the work at the price agreed and new quotes had been sought. It was AGREED to accept the quote of £2,295 for this work.</p> <p>b) <b>CCTV Recorder</b> – following a spate of power cuts, one of the boards in the recorder had failed. The quotes for a replacement recorder were considered and it was AGREED that if the reconditioned unit had a warranty of 12 months or more to accept that quote, but if it were less than 12 months to purchase the new unit.</p>	Clerk  Clerk

	<p>c) <b>EV Charging Points</b> – the update from Bucks Council was noted. It was AGREED that 4 spaces be marked for EV charging but noted that there was no regulation order and that the spaces could therefore be used by anyone.</p>	Clerk
25.12	<p><b>PLANTING AND OPEN SPACES</b></p> <p>a) <b>No Littering Sign</b> – the quote for a no littering sign was considered and it was AGREED to purchase 4 signs from Signwizzard.</p> <p>b) <b>Bug Hotel</b> – this item was deferred until the best east facing location determined.</p> <p>c) <b>Wildflower Beds</b> – it was AGREED to purchase wildflower seeds and plants for the verges as proposed by Cllr Cook. The total cost would be £53.50 for seeds and £87.50 for plants. It was further agreed that the quote of £450 for the beds to be prepared and top soil removed be accepted. The planting and future maintenance would be carried out by the Weston Turville Wombles volunteers led by Cllr Cook, the Clerk would keep risk assessments on file.</p> <p>d) <b>The Glebe</b> – Cllr Cook updated on maintenance carried out by volunteers and the Chiltern Wildbelt. It was AGREED to replace the broken gate, Chiltern Society to provide a formal quote. It was further agreed that the muddy path and gateways be improved with type 1 and woodchip. The cost would be approximate £270 for the type 1, a local tree surgeon had agreed to provide the woodchip at no cost. The work would be carried out once access to the neighbouring field could be arranged.</p> <p>e) <b>Wombles Equipment</b> – there was now a good group of volunteers who were helping to maintain wildflower beds, litter picking and other small jobs around the parish. Cllr Cook requested that gardening equipment be purchased to help this and a budget of £225 was agreed.</p>	<p>Clerk</p> <p>LC</p> <p>Clerk/LC</p> <p>Clerk/LC</p> <p>Clerk/LC</p>
25.13	<p><b>CAFÉ</b></p> <p>a) <b>Construction works</b> – it was noted that work was due to be completed on the café the following week. Signage would also be installed by the end of the month and the café was due to open on 10<sup>th</sup> February.</p> <p>a) <b>VAT</b> – The report on the VAT position for the works was considered and it was AGREED not to opt to tax at this time but it was noted it may need to be done in the future.</p>	
25.14	<p><b>EVENTS</b></p> <p>a) <b>Monthly Community Events</b> – it was agreed to trial monthly community events in the hall. The Parish Council would meet the costs for the hire of the hall and also provide a tea and coffee for refreshments. Cllr Cook would lead on organising these with support from staff.</p> <p>b) <b>Summer Play Sessions</b> – it was AGREED to fund two summer play sessions at a cost of £520 each.</p> <p>c) <b>Easter Event</b> – Cllr Dawkins and Cook would meet the following week to agree arrangements and work out a budget needed for the event.</p>	
25.15	<p><b>CLERK REPORT</b></p> <p>The Clerk’s report was noted and is attached as appendix 2. Additional items raised were:</p> <ol style="list-style-type: none"> <li>1. Councillors were asked to consider ideas for s106 funds from two developments, this would be an agenda item for the next meeting.</li> <li>2. HS2 had offered saplings at no cost, Cllr Terry asked for some to continue to develop hedging around the pétanque court.</li> <li>3. The deadline for articles for the next issue of the magazine was 24<sup>th</sup> January</li> </ol>	

25.16	<b>MATTERS FOR INFORMATION</b> No matters raised under this item.	
25.17	<b>DATE OF NEXT MEETING</b> The next meeting of the Parish Council would be held on Thursday 20 <sup>th</sup> February 2025 at 7pm.	
25.18	<b>CONFIDENTIAL ITEMS</b> 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.	
25.19	<b>CAFÉ LEASE</b> The draft lease was considered and agreed and would be signed by two councillors and the Clerk.	
25.20	<b>LAND AT BARLEY CLOSE</b> The surveyors report was noted and it was AGREED to proceed with the purchase of this land. Cllrs Blackmore and Cook would sign the legal documents, witnessed by the Clerk.	
25.21	<b>LENGTHSMAN CONTRACT</b> It was AGREED to offer a one year extension to the lengthsmen contract.	

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

## Actions List

Ref	Action	Who	Update / Complete
23.131	Quotes for bat and bird survey	Clerk/LC	Volunteers Chiltern Wildbelt
24.71	Quotes for fencing	Clerk	On hold
24-89	Quotes for topping up and raking path surface	Clerk	On hold until drainage resolved
24.142	Investigate options for flood lighting	Clerk	
24.163b	Street names with flower theme	LC/CT	✓
24.165	Contact Holiday Inn re councillor surgeries	RB	✓
25.4	Submit precept demand	Clerk	✓
25.7b	Arrange for surveyor to review commuted sum figures	Clerk	✓
25.7c	Arrange for financial advice	Clerk	✓
25.8	Relay council decision to developer	Clerk	✓
25.9	One year extension on grounds maintenance contract	Clerk	✓
25.10	Arrange meeting with neighbouring landowners	Clerk	
25.11a	Arrange for moss to be cleared from roof	Clerk	✓
25.11b	Place order for CCTV recorder	Clerk	✓
25.12a	Order no littering signs	Clerk	✓
25.12c	Order wildflower seeds	Clerk	✓
25.12e	Purchase equipment for wombles	Clerk	✓
27.14b	Book summer play sessions	Clerk	✓
25.19	Arrange for lease to be signed	Clerk	✓
25.20	Progress land purchase	Clerk	✓
25.21	Issue new contract to lengthsman	Clerk	✓

## APPENDIX 1 – RECEIPTS AND PAYMENTS LIST

PAYMENTS				NET	VAT	Total
02/12/2024	Cloudy IT	software licences and support December	DD	£75.20		£75.20
04/12/2024	SB Construction & Consulting	Payment 3 of 5 for café conversion	electronic	£18,295.00	£3,659.00	£21,954.00
16/12/2024	Multipay Card	See breakdown below	DD	£580.31	£47.67	£627.98
18/12/2024	Payroll	Staff salaries December	electronic	£3,072.36		£3,072.36
18/12/2024	HMRC	PAYE & NI December	DD	£693.78		£693.78
18/12/2024	Bucks Council Pensions	Pension contribution December	electronic	£1,081.06		£1,081.06
18/12/2024	Lengthsman	Village tidying November	electronic	£419.00		£419.00
18/12/2024	SignWizzard	HiViz jackets	electronic	£306.32	£61.26	£367.58
18/12/2024	PTS Compliance	PAT testing - office equipment	electronic	£99.00	£19.80	£118.80
18/12/2024	SB Construction & Consulting	Payment 4 of 5 for café conversion	electronic	£18,295.00	£3,659.00	£21,954.00
19/12/2024	5G Communications	Landline and broadband	DD	£46.00	£9.20	£55.20
19/12/2024	CAWT	Contribution to community climate action plan (24.149)	electronic	£1,000.00		£1,000.00
31/12/2024	Unity Bank	Banking fees	DD	£9.15		£9.15
31/12/2025	Unity Bank	Cheque deposit fee	DD	£0.30		£0.30
02/01/2025	Cloudy IT	software licences and support January	DD	£75.20	£15.04	£90.24
10/01/2025	BAS Associates	Payroll Fees Q4	electronic	£114.00	£22.80	£136.80
16/01/2025	SB Construction & Consulting	50% of payment 5 - café	electronic	£9,147.50	£1,829.50	£10,977.00
16/01/2025	Greenbarnes Ltd	Noticeboard for Aston Reach (24.166)	electronic	£1,667.56	£333.51	£2,001.07
16/01/2025	Parish Online	2025 mapping software subscription	electronic	£162.00	£32.40	£194.40
16/01/2025	E Sharp Electrical	Street light repairs	electronic	£125.00	£25.00	£150.00
16/01/2025	SLCC Enterprises	Course fees	electronic	£295.00	£59.00	£354.00
16/01/2025	Goldleaf Groundcare	grounds maintenance 2024	electronic	£5,141.00	£1,028.20	£6,169.20
16/01/2025	Buckinghamshire Council	Dog waste bin service	electronic	£1,948.62	£389.72	£2,338.34
16/01/2025	Chubb Fire & Security	Fire extinguisher contract	electronic	£125.06	£25.01	£150.07
16/01/2025	Glasdon	8 benches for café patio (24.180)	electronic	£6,200.60	£1,240.12	£7,440.72
16/01/2025	BALC	Course fees - village hall course - Clerk & Asst Clerk	electronic	£80.00		£80.00
16/01/2025	Cllr Dawkins	Cost claim - mince pies for Carols event (lost receipt)	electronic	£22.01		£22.01
16/01/2025	Stimpsons Consultant Surveyors	Land survey (25.154)	electronic	£875.00	£175.00	£1,050.00
16/01/2025	Payroll	Staff salaries January	electronic	£3,072.16		£3,072.16
16/01/2025	HMRC	PAYE & NI January	electronic	£693.98		£693.98
16/01/2025	Bucks Council Pensions	Pension contribution January	electronic	£1,081.06		£1,081.06
16/01/2025	Windowflowers	Planter maintenance Jan-Jul	electronic	£589.16	£117.83	£706.99
16/01/2025	Lengthsman	Village tidying December	electronic	£203.00		£203.00
16/01/2025	Multipay Card	See breakdown below	DD	£247.29	£18.85	£266.14
31/01/2025	Unity Bank	Bank fees - Dec 2024	DD	£8.55		£8.55
<b>TOTAL</b>				<b>£75,846.23</b>	<b>£12,767.92</b>	<b>£88,614.15</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.

- **Dog bins**

The dog bin located near the PACE centre, Wendover Road has been hit by a vehicle, a contractor has been contacted to re-site the bin as it is currently leaning and unsafe.

A request has been received for a dog bin to be put in School Lane, near the entrance to the Manor Farm field, this will go on the agenda for the next meeting.

- **Litter bin**

The litter bin by the reservoir has been damaged, it would appear there had been a fire in it and the bottom has now detached. It is however still functional with a bin liner inside and it has been put back on the post. This will be monitored and may need replacing.

- **Defibrillator**

The defibrillator has been installed by Fairhive at the Chandos but is not live yet due to an electrical supply issue, Fairhive will confirm as soon as that has been resolved and the unit is usable.

- **Purchase of land off Barley Close**

Bucks Council have issued a certificate of lawfulness confirming that no change of use or planning permission is required to use the land as a community orchard.

The surveyor’s report is due to be discussed under confidential items.

- **Aston Reach**

First Port have given permission for a noticeboard at Aston Reach. The noticeboard has been ordered and delivered and will be shortly installed. Having spoken to the First Port representative, their preference is for it to go near the shop rather than the children’s play area as it is more visible there. The cost for it to be installed is £120.

Adult gym equipment – First Port have requested permission from Taylor Wimpey for this, response awaited.

Heritage Park Sign – a new sign has been put up at Aston Reach which names the heritage area as “Aston Clinton Heritage Park” despite going on to state that the site is within Weston Turville. Bucks Heritage fact checked the sign but said that Taylor Wimpey named the site, a response is awaited from them.

- **Correspondence re Christmas Tree**

An email has been received regarding the Council’s decision not to fund a Christmas tree near the war memorial, requesting details of the costs involved and to view the responses received to the consultation. This will be treated as an FOI request and the resident will be sent a copy of the report given to Council in October.

The correspondence goes on to state that the tree was not lit over Christmas and that the location was marred by the skip and bins near to it. The lights were on a timer from 3-11pm. There were some power outages at the hall in December which may have disrupted the timings but the lights were on every evening. The skip is short term during the café works and the bins are being relocated once the café is completed which will resolve this issue for future years.

- **Churchyard**

The vicar reports that the churchyard at St Marys is almost full, she estimates it will be full in approximately 3 years time. When churchyards are closed, the church usually passes them to the parish council for ongoing maintenance. Parish Councils can either take on this additional responsibility and cost or can pass it on to Bucks Council. The other pressing issue will be the future provision of burial space within the parish. The Parish Council has the power to provide a burial ground but not a duty, ie it can but does not have to.

- **Worlds End Lane**

Worlds End Lane will be closed 9.30am- 3.30pm on 29<sup>th</sup> and 30<sup>th</sup> January for carriageway repairs.

- **Training Courses**

The Clerk and Assistant Clerk are booked on a number of courses up to the end of March:

- SLCC - Managing Council elections – January 20<sup>th</sup> Cost £15 (FB)
- SLCC - The Council as a landlord – 3<sup>rd</sup> Feb – Cost £30 (both to attend)
- SLCC - Understanding quotes, tenders and contract management - 19<sup>th</sup> Feb Cost £30 (FB)
- SLCC - VAT: The Basics and Making VAT Digital – 27<sup>th</sup> Feb Cost £30 (SC)
- SLCC- ChatGPT and use of AI – 11<sup>th</sup> March Cust £15 (SC)
- SLCC - Health and Safety 20/3, 27/3, 3/4 Cost £145 (SC)