

**kMinutes of the Annual Meeting of Weston Turville Parish Council held on 16<sup>th</sup> May 2024 at the Parish Meeting Room, Weston Turville Village Hall.**

**PRESENT:**

Parish Cllrs: M Baylis, R Blackmore (Chair), A Buchanan, L Cook, S Dawkins, P Routledge and C Terry  
 Clerks: Sarah Copley and Francesca Beato  
 Public Attendance: 5 members of public

No.	Minute	Action
	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>A resident asked that the parish council consider Christmas lights on the village green.</p> <p>Concerns were raised regarding a tree with a broken branch in School Lane, this would need to be reported via FixMyStreet.</p>	
24.74	<p><b>ELECTION OF CHAIR</b></p> <p>It was RESOLVED unanimously to elect Cllr Blackmore as Chair for 2024-25, Cllr Blackmore signed the declaration of acceptance of office.</p>	
24.75	<p><b>ELECTION OF VICE CHAIR</b></p> <p>It was RESOLVED unanimously to elect Cllr Cook as Vice Chair for 2024-25.</p>	
24.76	<p><b>APOLOGIES</b></p> <p>Apologies had been received from Cllr Collins.</p>	
24.77	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) There were no declarations of interest.          b) There were no dispensation requests.</p>	
24.78	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>It was RESOLVED to accept the minutes of the meeting held on 18<sup>th</sup> April 2024 as a true record and the minutes were duly signed by the Chair.</p>	
24.79	<p><b>PARISH COUNCILLOR VACANCIES</b></p> <p>a) The resignation of Cllr Martin Jarvis was noted. The Clerk reported that the vacancy had been advertised in accordance with legislation and that no election had been requested. The Council could now co opt the vacancy.</p> <p>b) Two applications to be co opted had been received. It was unanimously AGREED to co-opt Chris Popovici-Birkby and John Kelly to the parish council. Both signed the declaration of acceptance and joined the meeting.</p>	
24.80	<p><b>MEMBERSHIP AND REMIT OF COMMITTEES AND WORKING GROUPS</b></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, Kelly and Terry. Cllr Terry was elected as Chair.</p> <p>Planning and Highways Committee – Cllrs Baylis, Buchanan, Cook, Dawkins, 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 and Cook represent the Parish Council on this working group.</p>	
<p>24.81 <b>APPOINTMENT TO EXTERNAL BODIES</b></p> <p>Representation was agreed as follows:</p> <p>a) Wendover Community Board - Cllrs Blackmore and Cook</p> <p>b) ARLA Liaison Group – Cllr Blackmore</p> <p>c) RAF Halton Stakeholders meetings – Cllr Cook and Cllr Terry</p> <p>d) Marroway Partnership meetings – Cllr Cook</p> <p>e) BALC Parish Liaison meetings – Cllr Blackmore</p> <p>f) Aylesbury Gardenway – Cllr Cook</p> <p>g) Hampden Fields Liaison meetings – Cllrs Blackmore and Buchanan</p>	
<p>24.82 <b>BANKING ARRANGEMENTS</b></p> <p>a) Direct Debits and Standing Orders – these were reviewed and it was AGREED that all were still required and should remain in place.</p> <ul style="list-style-type: none"> <li>• BAS Associates for the payroll which was paid quarterly</li> <li>• Cloudy IT for IT licences and support, paid monthly</li> <li>• Public Works Loan Board for the loan repayment, paid in August and February</li> <li>• DRAX for street light electricity paid monthly</li> <li>• Information Commissioner for Data Protection registration, paid annually</li> </ul> <p>The Clerk reported that the application for a direct debit for HMRC for PAYE and National Insurance payments had been submitted but was not yet in place.</p> <p>b) Signatories – it was agreed that the following councillors would remain as signatories to the bank account:</p> <p>Cllrs M Baylis, R Blackmore and C Terry</p> <p>It was further agreed that Cllr Buchanan be added as a signatory.</p>	Clerk
<p>24.83 <b>ANNUAL ACCOUNTS 2023-24</b></p> <p>a) The year end bank reconciliation to 31 March 2024 was reviewed and accepted.</p> <p>b) Internal audit report – the report of the internal auditor was noted.</p> <p>c) The Council reviewed and agreed the Governance Statements in the Annual Return which was then signed by the Chairman and Clerk.</p> <p>d) There being no questions or comments, the Accounting Statement was agreed and signed by the Chairman. The Annual Return would now be submitted to the External Auditors.</p> <p>e) The dates for public inspection of the accounts were confirmed as being 3<sup>rd</sup> June – 12<sup>th</sup> July 2024 and the notice of electors’ rights would be displayed.</p>	
<p>24.84 <b>REVIEW OF POLICIES</b></p> <p>It was unanimously AGREED to</p> <p>a) Standing Orders – adopt as circulated with no amendments</p> <p>b) Financial Regulations – defer to June meeting following the release of new model financial regulations issued by NALC the previous week</p> <p>c) Code of Conduct – adopt as circulated with no amendments</p> <p>d) Scheme of Delegation – accept the amendments proposed and adopt as circulated with no amendments</p>	

24.85	<b>FINANCES</b> a) The list of payments totalling £8,909.35 were approved and are attached to these minutes as appendix 1. b) It was unanimously agreed to subscribe to CANVA at a cost of £100 per year.	
24.86	<b>LOCAL COUNCIL AWARD SCHEME</b> The Clerk reported that the Council had been awarded Foundation Level of the Local Council Award Scheme.	
24.87	<b>CAFÉ AT THE PARK</b> a) It was noted that planning permission had been granted to convert the changing rooms to a café. b) Next Steps: <ul style="list-style-type: none"> <li>It was noted and agreed that the next step was for the architect to draw up plans and submit the application for building control. The cost for this was £2000.</li> <li>It was AGREED to accept the quote of £600 incl VAT from Bucks Council for the building control application and subsequent inspections.</li> <li>It was noted that the Chair had approved the quote of £275 for structural calculations for the steel beam(s).</li> <li>The draft tender documentation was noted and approved. It was AGREED the tender would be issued as soon as the building control plans were approved with a 4 week deadline for responses.</li> </ul>	
24.88	<b>TABLE TENNIS TABLE</b> The table tennis table was due to be installed the following week, the installation had been delayed due to weather causing adverse ground conditions. Cllr Cook and Terry put forward a proposal to locate the table near the tennis courts, pétanque and café rather than by the MUGA. This was AGREED.	
24.89	<b>PATH AROUND THE PLAYING FIELD</b> The surveyors report on the condition and construction of the path was considered. It was AGREED to submit a bid for s106 funds to put in field drainage. It was further AGREED to seek quotes to top up and rake the path surface.	Clerk
24.90	<b>FOOTBALL PITCHES</b> It was AGREED to continue to lease the pitches to the Colts as they had used the pitches for many years and it worked well. It was agreed to set the cost for 2024-25 at £1300 again.	
24.91	<b>PLANTING</b> a) It was AGREED to set a budget of £500 for autumn planting. Cllrs Cook and Terry to consider areas and type of planting. b) It was agreed to defer the creation of a wildflower bed by the bus stop in Worlds End Lane and to focus on the existing ones. Cllr Cook would continue to work with the Chiltern Society to improve these with help from volunteers.	LC /CT
24.92	<b>BUCKS COUNCIL STREET TRADING CONSULTATION</b> The proposed policy was considered and the draft response objecting to the proposals was AGREED.	Clerk
24.93	<b>NEIGHBOURHOOD PLAN REVIEW</b> a) The minutes of the neighbourhood plan steering group were noted. b) It was AGREED to purchase a large scale plan of the parish and the Clerk would obtain costs.	Clerk

24.94	<b>PLANNING AND HIGHWAYS COMMITTEE</b> The notes of the previous meeting were noted.	
24.95	<b>HAMPDEN FIELDS</b> Cllr Buchanan, Cllr Collins and the Clerk had met with the project manager. They were still awaiting planning decisions on a number of applications and it was now anticipated that the southern link road and changes to the Woodlands roundabout would not start until 2025.  Cllr Collins and the Clerk had met with Highways Development Management who had confirmed that there was no expectation that the parish council would maintain the central reservation. This was contrary to what Hampden Fields understood and clarification would be needed. It was agreed to request this confirmation in writing from Highways.  Tamarisk Way garden extension – no response had been received to date to Cllr Collins request for a meeting with Head of Planning.	Clerk  Clerk
24.96	<b>CLERK REPORT AND CORRESPONDENCE</b> The Clerk's report was noted and is attached as appendix 2.  It was noted that bookings were low for the evening event on 6 <sup>th</sup> June and a decision would be made at the end of the following week whether or not to go ahead. It was further agreed that the poppies would be put around the war memorial in commemoration of the day.	
24.97	<b>MATTERS FOR INFORMATION</b> Cllr Cook gave apologies for the June meeting.	
24.98	<b>DATE OF NEXT MEETING</b> The next meeting of the Parish Council would be held on Thursday 20 <sup>th</sup> June at 7pm.	

Signed: \_\_\_\_\_ Date: 20<sup>th</sup> June 2024

#### Actions List

Ref	Action	Who	Update / Complete
22.45	Registration of village hall and playing field	Clerk	✓
23.131	Quotes for bat and bird survey	Clerk/LC	
24.7	Raise issue of weeds in the road with Bucks Council	MC	✓
24.71	Quotes for fencing	Clerk	On hold
24.72	Submit bid to community board	Clerk	✓
24-82	Add Cllr Buchanan as bank signatory	Clerk	✓
24-89	Submit s106 application for field drainage	Clerk	✓
24-89	Quotes for topping up and raking path surface	Clerk	One received
24-91	Plan for autumn planting	LC / CT	
24-92	Submit response to street trading consultation	Clerk	✓
24-93	Obtain costs for large scale map of parish	Clerk	✓
24-95	Write to Bucks Highways regarding speed limit for New Road	Clerk	✓

## APPENDIX 1 – RECEIPTS AND PAYMENTS LIST

### RECEIPTS

Date	Who	Detail	Ref	Net	Vat	Total
02/05/2024	HMRC	VAT Refund		£8,848.91		£8,848.91
<b>TOTAL</b>				<b>£8,848.91</b>	<b>£0.00</b>	<b>£8,848.91</b>

### PAYMENTS

Date	Who	Detail	Ref	Net	Vat	Total
07/05/2024	Cloudy IT	Software licences and support	DD	£75.20	£15.04	£90.24
16/05/2024	BAS Associates	Payroll fees	DD	£114.00	£22.80	£136.80
16/05/2024	SLCC	Membership fee - Asst Clerk	electronic	£195.00		£195.00
16/05/2024	SLCC Enterprises	Course fees - Asst Clerk	electronic	£125.00	£25.00	£228.00
		Course fees - Chair	electronic	£65.00	£13.00	
16/05/2024	BALC	Course fees - Clerk & Asst Clerk	electronic	£130.00		£180.00
		Course fees - Cllr Cook	electronic	£50.00		
16/05/2024	Milnes Associates	Structural calculations for café	electronic	£275.00	£55.00	£330.00
16/05/2024	SpectrumSigns	Update honours board	electronic	£190.00	£38.00	£228.00
16/05/2024	JW Mowing Services	Install bench and bin on concrete pads	electronic	£495.00		£495.00
16/05/2024	Milton Keynes Play Assoc	Summer play sessions	electronic	£1,056.80		£1,056.80
16/05/2024	UK Security Group	Download cctv footage for police	electronic	£65.00	£13.00	£78.00
16/05/2024	Lengthsman	Village tidying April	electronic	£823.00		£823.00
16/05/2024	Cllr Terry	Cost claim - APM refreshments	electronic	£89.62		£89.62
16/05/2024	Clerk	Cost claim - printer ink	electronic	£81.42	£16.28	£97.70
16/05/2024	E Sharp Electrical	Replacement streetlight Wheelwrights	electronic	£301.69	£60.34	£362.03
16/05/2024	Payroll	April Payroll	electronic	£2,584.21		£2,584.21
16/05/2024	HMRC	April PAYE and NI	electronic	£443.91		£443.91
16/05/2024	Bucks Council	pension contributions	electronic	£880.51		£880.51
18/05/2024	DRAX	Street light electricity April	DD	£36.84	£1.84	£38.68
18/05/2024	DRAX	Street light electricity April	DD	£347.13	£69.43	£416.56
21/05/2024	5G Communications	landline and broadband	DD	£46.08	£9.21	£55.29
<b>TOTAL</b>				<b>£8,470.41</b>	<b>£338.94</b>	<b>£8,809.35</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.

- **Fly Tipping on the Glebe field to rear of Five Bells**  
A contractor had been identified who would be able to remove the fly tipping at a cost of £350 which had been authorised in consultation with the Chair. The Five Bells had given permission for them to operate out of their car park. During the meeting with the manager of the pub he had stated he would be speaking to the area manager about replacing the fence between the car park and the Glebe field.
- **Aston Reach**  
Following a walk round with Cllr Cook and one of the residents, a number of issues had been flagged up to Taylor Wimpey and Bucks Council development management team. Highways Development Management confirmed that Kempster Way would be adopted by Buckinghamshire Highways once works are completed but the remaining roads in the development will be maintained by the management company.
- **Village Hall and Recreation Ground**  
The registration of the village hall and recreation ground has now been completed by Land Registry.
- **Portrait of the King**  
A copy of the King’s portrait was offered at no cost to all town and parish council to display in public buildings/offices. It was delivered in April.
- **Old maps**  
The RGS in High Wycombe have found some old maps of Weston Turville in their storeroom and have offered them to the parish council.

## **Projects update**

**Batteries for the solar panels** – a revised quote had been received that day and would go to the June meeting for a decision.

**Outdoor Gym Tender** – Cllrs Cook and Terry had met with a local personal trainer to establish what equipment to have and also been to visit other local outdoor gyms. A recommendation will be put to the June meeting for a decision.

**EV chargers** – Bucks Council have these out to tender currently, closing date is 12<sup>th</sup> June and they expect to award the contract in August.