

# WENDOVER PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

held at St Anne's Hall, Wendover, 2<sup>nd</sup> October 2018 at 7.30pm

**Present:** Ballantine (JB), Morgan (CM), Worth (TW), Gregory (NG), Green (RG), Clayton (MC), Duggan (RD), Bulpett (SB), Clare (KC), and Myers (AM).

**Chairman:** Tom Walsh

**Clerk:** Mrs Amanda Massingham (Deputy Clerk)

**Minutes:** Mrs Jane Ellis

**Public Attendance:** 1

	Item of Business
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
	<b>P18/140</b> Apologies were made by Cllr Haywood and Cllr O'Neill and they were ACCEPTED.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>
	<b>P18/141</b> None.
<b>3.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b>
	<b>P18/142</b> Cllr Walsh welcomed the new Clerk Keith Shelley to his post and Deputy Clerk Amanda Massingham was presented with a bouquet of flowers in recognition for her hard work since the previous Clerk's departure. Cllr Walsh advised the Council that he had recently spoken to a resident who did not think that Wendover was worthy of the title of Best Kept Village and complained about the state of the paths in and around Vine Trees. Cllr Walsh advised that the Parish Council should work closer with AVDC/BCC/VAHT to resolve issues in Wendover that would benefit the residents.
<b>4.</b>	<b>MINUTES FROM THE LAST MEETING</b>
	<b>Consideration of approval of minutes of the meetings of 4<sup>th</sup> September 2018</b> <b>P18/143</b> The minutes were <b>RESOLVED</b> as a true record and were duly signed by the Chairman.
<b>5.</b>	<b>PUBLIC PARTICIPATION</b>
	<b>P18/144</b> None
<b>6.</b>	<b>REPORTS FROM DISTRICT AND COUNTY COUNCILLORS</b>
	<b>P18/145</b> Cllr Bowles had given his apologies but had distributed a written report which was NOTED. Cllr Strachan from AVDC confirmed that a judgement on the VALP had been received from the inspector in the last couple of days. The Inspector had raised concerns but also given advice on what further work needs to be done for it to be accepted. Cllr Clayton asked if AVDC were engaging with the public and WPC regarding the closure of RAF Halton and asked how residents' reservations could be heard. Cllr Duggan suggested that comments be fed back to AVDC via the Planning Committee as the WPC minutes are already forwarded to AVDC Councillors. Cllr Bulpett added that the NP questionnaires included many comments referring to the closure of RAF Halton and this could be forwarded to AVDC, Cllr Strachan agreed that this would be a good idea. It was AGREED that the Deputy Clerk would report the comments back to AVDC via the office.
<b>7.</b>	<b>CLERK'S REPORT</b>
	<b>P18/146</b> The Clerk had circulated a report prior to the meeting but highlighted the contents as follows: Due to a non work-related injury a member of the grounds team had been certified sick for two weeks, The Witchell Meadow Charity Commission Annual Return for 2018 had been submitted, The Wendover Neighbourhood Steering Group had applied to Locality for a final grant, TFB have announced that the virtual permit for on street parking had been delayed by a month, the planning application for the Witchell Car Park Extension has been validated by AVDC and is on the planning portal. Following on from an action from the last meeting, the Deputy Clerk advised that the car park barrier for Witchell Car Park could be purchased in an alternative colour as no extra cost. The colour choice was

	<p>agreed to be WPC green and it was also agreed that the purchase would not be completed until the extension works were completed.</p> <p>Finally, the Deputy Clerk reported that the Christmas Event planning for 5<sup>th</sup> December 2018 was well under way and thanked Assistant Clerk Jane Ellis for taking the lead with the event.</p>
<b>8.</b>	<b>REPORTS FROM OUTSIDE BODIES</b>
	<p><b>P18/147</b> Cllrs Ballantine and Myers attended a Planning Forum run by AVDC on 5<sup>th</sup> September 2018 covering planning, enforcement and operations.</p> <p>Cllr Myers also attended a BMKALC Meeting. The need for Councillors to have a dedicated e-mail address was stressed. It was AGREED that the Clerk would arrange a meeting with the external Data Protection Officer and WPC's IT Support Phenom Networks to discuss the best way forward.</p> <p>Cllr Gregory reported that the Chamber of Commerce for Wendover was no longer in operation.</p>
	<b>CORRESPONDENCE</b>
	<p><b>P18/148</b> The Deputy Clerk had received correspondence from The Bucks &amp; MK Sport and Activity Partnership regarding encouraging older adults to be active. A month-long campaign was being run in October to encourage older people to try a new session free through <a href="http://www.activebucks.co.uk">www.activebucks.co.uk</a>.</p> <p><b>P18/149</b> HM Revenue &amp; Customs were launching a new online service to claim a VAT refund as an organisation not registered for VAT (known as a VAT 126 Claim), this means claims could be processed more quickly.</p> <p><b>P18/150</b> Highways England have announced that Cambridge-Milton Keynes-Oxford Expressway Corridor B is the preferred route and that 70% of the new road will pass through Aylesbury Vale.</p>
<b>10.</b>	<b>FINANCE</b>
<b>a</b>	<p><b>To note the Aug 2018, I&amp;E and EMR report.</b></p> <p><b>P18/151</b> The report was NOTED. Cllr Bulpett reported that there had been no additional overspends from the last report and that the second half of the precept for the year had been received.</p>
<b>b</b>	<p><b>To consider the list of payments and sign any cheques.</b></p> <p><b>P18/152</b> It was <b>RESOLVED</b> to accept the list of payments; the list and the cheques were duly signed</p>
<b>11.</b>	<b>PLANNING COMMITTEE</b>
<b>a</b>	<p><b>To note draft minutes of the meeting of 4<sup>th</sup> September and 18<sup>th</sup> September.</b></p> <p><b>P18/153</b> The draft minutes were NOTED.</p>
<b>b</b>	<p><b>To consider any recommendations from the Planning Committee</b></p> <p><b>P18/154</b> Cllr Bulpett provided a map of Wendover on behalf of the Wendover Neighbourhood Plan Steering Group. The map highlighted areas that should be included in the settlement boundary for the NP and suggested areas that could be designated green space to protect them. Land Owners would need to be contacted beforehand to agree to this. The proposed settlement boundary was reviewed by the Councillors and it was <b>RESOLVED</b> to accept the proposed boundary for the NP draft.</p>
<b>12</b>	<b>AMENITIES COMMITTEE</b>
<b>a</b>	<p><b>To note draft minutes of the meeting of 18<sup>th</sup> September 2018.</b></p> <p><b>P18/155</b> The draft minutes were NOTED.</p>
<b>b</b>	<p><b>To consider any recommendations from the Amenities Committee.</b></p> <p><b>P18/156</b> Cllr Worth reported that the Amenities Committee would like to continue the winter planting in troughs on entry in to the village by the white gates. The cost would be approximately £50-£60. He added that the budget line for floral displays was overspent by £139, hence the decision to overspend had to come to full Council. It was <b>RESOLVED</b> to spend up to £60 on winter planting.</p>
<b>13</b>	<b>STAFFING COMMITTEE</b>
	<p><b>To note draft minutes of the meetings of 12<sup>th</sup> September 2018.</b></p> <p><b>P18/157</b> The draft minutes were NOTED. Cllr Myers welcomed Keith Shelley to the Council and wished him well in his new role.</p>
<b>14.</b>	<b>OTHER MATTERS</b>
<b>a</b>	<b>HS2</b>
<b>i</b>	<p><b>To receive an update and any recommendations from the working group.</b></p> <p><b>P18/158</b></p> <p>Cllr Walsh was hoping to host a meeting with MP Chris Evans from the Public Accounts Committee on 23<sup>rd</sup> October 2018. A meeting had been arranged with the Tax Payers Alliance on Thursday 4<sup>th</sup> October and Cllr Walsh is going to Downing Street for a meeting with MP John Randall. There would be no further Kier</p>

	<p>Eiffage Engagement meetings until the design is finalised. 300 people had attended the recent events including the one that took place on Saturday 29<sup>th</sup> September 2018.</p> <p>Cllr Gregory enquired the progress of the banners that were agreed at the September meeting. Cllr Clayton stated that the banners had unfortunately been delayed and it may be advantageous to wait until the next consultation on noise mitigation. Cllr Clayton then confirmed that the Wendover HS2 group were meeting the following day and text and photos would be agreed.</p>
ii	<p><b>To consider whether the PC wishes to continue with the programme of lobbying and influencing parliament and contractors and any the cost implications of this.</b></p> <p><b>P18/159</b> Cllr Walsh reported that the HS2 Working Group were in favour of continuing lobbying but the final tranche of the EMR would be used up by October 2018. Cllr Walsh requested that £15K be put in to earmarked reserves to continue the lobbying effort. Cllr Bulpett reported that money could be taken from the general reserve and transferred to the HS2 EMR. It was <b>RESOLVED</b> to credit the HS2 EMR with £15k and continue with the lobbying, which if required would last through to March 2019. Cllr Bulpett added that the Finance Committee would be working on the draft budget in November and some direction from the full Council would be required in terms of the future of the HS2 EMR in 2019/2020.</p>
<b>b</b>	<b>Manor Waste</b>
i	<p><b>To receive an update on the costs to replace the damaged bollards on Manor Waste.</b></p> <p><b>P18/160</b> The deputy Clerk reported that two of the telescopic bollards need to be replaced due to damage. The cost of the works in 2016 was £3,921 plus VAT. From research, purchasing the bollards direct from the manufacturer and getting a contractor to install them was the cheapest option. The quotations were reviewed, and it was <b>RESOLVED</b> to accept quotation two. The Deputy Clerk was tasked in instructing the works.</p>
ii	<p><b>To receive an update on the outstanding works in relation to the Electrical Fault</b></p> <p><b>P18/161</b> A report was distributed to the Committee prior to the meeting. On 30<sup>th</sup> May it was agreed that the contractor would organise the drilling down of 5-6 metres to chalk. On 5<sup>th</sup> June the contractor advised that there would be a slight delay. As of October 2018, the works are still outstanding. The Project Manager has therefore suggested that as the Council are holding a retention, they should appoint a contractor to undertake the required works work and pay them from the retention monies. It was <b>RESOLVED</b> to move forward with a new contractor as suggested by the Project Manager, in addition it was <b>AGREED</b> that a strong letter be worded to the original contractor expressing the Councils dissatisfaction.</p>
<b>c</b>	<b>Library Expansion</b>
	<p><b>To consider relocating the Parish Council Office to the Library building if the proposed extension plans are agreed in the future.</b></p> <p><b>P18/162</b> Cllr Walsh reported that there was a provisional idea of purpose-built offices for WPC at the library should it be extended. Currently the Clock Tower does not provide privacy and inclusivity for disabled workers/visitors is impossible and there is no room for expansion. It was <b>AGREED</b> that the Council may be interested in relocating, but clearly more information would be required to make informed decisions.</p>
<b>d</b>	<b>Land Acquisitions</b>
	<p><b>To consider creating an EMR in the 2019/2020 budget and future budgets for potential land acquisitions.</b></p> <p><b>P18/163</b> Cllr Walsh suggested that the Council should considered the possibility of buying more land to increase the WPC asset base as WPC do need to make provisions for the future. He added that the Council could consider creating an EMR and topping this up annually to create funds. It was <b>AGREED</b> that the Finance Committee should consider this and come back to full Council with recommendations.</p>
<b>e</b>	<b>Highway Trees</b>
	<p><b>To receive an update on the start date of the Bucks County Council Tree Survey</b></p> <p><b>P18/164</b> The Deputy Clerk reported to the Amenities Committee in July 2018 that BCC was due to undertake a tree survey between Oct 2017-Mar 2018. Due to the sheer number of trees being surveyed in Wycombe and Amersham it was rescheduled for Aylesbury Vale in Oct 2018. On 17<sup>th</sup> September 2018 BCC confirmed, that they are still on track to start in October 2018 and advised that they will let us know the start date as soon as possible. Priority roads in Wendover have been communicated to BCC as Pound Street, Dobbins Lane and Hale Road verges either side of Hazeldene.</p>
<b>f</b>	<b>Environmental Policy</b>
	<b>To consider the second draft of a proposed Environmental Policy</b>

	<b>P18/165</b> Cllrs Duggan and Morgan reported that they had reviewed the first draft policy. It was <b>RESOLVED</b> to adopt the policy, with a small change to the wording about native species. Cllr Morgan suggested that the policy is reviewed every six months to ensure it is being considered in terms of decision making. Cllr Morgan also suggested that an Environmental Working Group could be set up and they could be responsible for reviewing the policy. It was <b>AGREED</b> that the idea to create a working group should be added to the November agenda.
g	<b>External Audit 2017/2018</b>
	<b>To receive an update on the outcome of the External Audit for 2017/2018</b> <b>P18/166</b> The Deputy Clerk advised that a satisfactory outcome had been received, all legislation had been met and there were no concerns.
h	<b>Community Emergency Plan</b>
	<b>To consider the first draft of a Community Emergency Plan</b> <b>P18/167</b> The Deputy Clerk reported that the first draft of the CEP had been made from a draft template received from BCC which was commonly used by other Councils. For GDPR purposes contact names and numbers would be sealed in an envelope and kept in the Clock Tower with a generic copy being made available on the website. AVDC/BCC would hold a copy but not the emergency services. The Deputy Clerk added that the organisations etc mentioned in the plan have not get been contacted to seek permission for including their details in the plan. It was <b>AGREED</b> to accept the plan in principle and that it should be presented again as a final draft. Cllr Clayton added that the contact numbers for AVDC and BCC should be given priority early on in the document.
	<b>Bowls Club Sponsorship</b>
	<b>To consider sponsorship from the Chairman's allowance to promote WPC for a second year.</b> <b>P18/168</b> It was <b>RESOLVED</b> to sponsor the Bowls Club with an amount of £200.
15.	<b>ITEMS FOR NEXT AGENDA</b> <b>P18/169</b> Wendover's Children Centre Consultation, PMG adoption, Community Action Plan
16.	<b>DATES OF FUTURE MEETINGS</b> <b>P18/170</b> The next meeting was confirmed to take place on 6 <sup>th</sup> November 2018.
17.	<b>CONFIDENTIAL ITEMS</b>
	<b>P18/171</b> None.
18.	<b>CLOSURE OF MEETING</b>
	<b>P18/172</b> As all business was transacted the meeting was closed at 8.50pm.

Signed: \_\_\_\_\_

Date: 6<sup>th</sup> November 2018

AVALC – Aylesbury Vale Association of Local Councils  
 AVDC - Aylesbury Vale District Council  
 BBOWT - The Berks, Bucks & Oxon Wildlife Trust  
 BCC - Buckinghamshire County Council  
 BOAT – Byway Open to All Traffic  
 Cllr – Councillor  
 CoT – Chamber of Trade (Wendover WCOT)  
 C&RT – Canal and River Trust  
 EMR – Ear Marked Reserve  
 MVAS - Mobile Vehicle Activated Signage  
 WHS2 – Wendover HS2 (action group)  
 TWS – The Wendover Society  
 WCTC – Wendover Chamber of Trade and Commerce  
 WG – Working Group  
 WPC - Wendover Parish Council

PC - Parish Council  
 PMG – Princess Mary Gate development  
 POP – Partners on Petitioning  
 RoW – Right of Way  
 S106 - Section 106  
 SC – Select Committee  
 TfB – Transport for Bucks (BCC Highways)  
 TWS – The Wendover Society  
 VALP – Vale of Aylesbury Local Plan

WSA - Wendover Swimming Association  
HoC or HoL – House of Commons or House of Lords  
HS2 – High Speed Rail II  
I&E – Income and Expenditure  
LAF - Local Area Forum  
LAT – Transport for Bucks Local Area Technician  
LDP - Local Development Plan  
MUGA – Multi Use Games Area  
MVAS – Mobile Vehicle Activated Signage  
NP – Neighbourhood Plan  
NPSG – Neighbourhood Plan Steering Group