

WENDOVER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING
held at St Anne's Hall, Wendover, 5TH June 2018 at 7.30pm

Present: Ballantine (JB), Bulpett (SB), Clayton (MC), Gregory (NG), Green (RG), Myers (AM), Walsh (TW) and Worth (SW)

Chairman: Tom Walsh

Clerk: Miss Ella Jones

Minutes: Miss Ella Jones

Public Attendance: Six including Cllrs Newcombe and Bowles and a co-option applicant (Karen Clare).

	Item of Business
1.	APOLOGIES FOR ABSENCE P18/035 Apologies were made by Cllrs Duggan, Haywood, Morgan and O'Neill and they were ACCEPTED.
2.	CO-OPTION P18/036 Karen Clare gave a background of her personal and community related activity since living in Wendover. It was RESOLVED to co-opt Mrs Clare on to the Council and she signed her declaration of acceptance of office before joining the meeting. The Clerk signed the declaration of acceptance as a witness. Cllr Clare's declaration of interests would be completed and forwarded to AVDC in the following 28 days.
3.	DECLARATIONS OF INTEREST P18/037 None.
4.	CHAIRMAN'S ANNOUNCEMENTS P18/038 Cllr Walsh thanked all who were involved in the WPC presence at Wendover Celebrates including the staff that spent a lot of time and effort in preparing the hand outs, banners and display for the stall.
5.	MINUTES FROM THE LAST MEETING Consideration of approval of minutes of the meetings of 1 st May 2018 P18/039 The minutes were amended under item 14 to read "supported" in place of "had no objections to" before they were RESOLVED as a true record and duly signed by the Chairman.
6.	PUBLIC PARTICIPATION P18/040 None.
7.	REPORTS FROM DISTRICT AND COUNTY COUNCILLORS P18/041 Cllr Steve Bowles reported on behalf of AVDC that the Government consultation for the Unitary Authority had closed. On behalf of BCC he reported that bollards would be installed on the verge outside the school at Halton to prevent parking as it was becoming dangerous. He congratulated Karen Clare on her co-option to WPC and reported he had been working with her on some of the issues at PMG such as parking on Babington Road. Finally, Cllr Bowles reported that Lionel Avenue would be resurfaced at the end of June/early July and he was chasing for improvements to Chiltern Road, Perry Street and Manor Crescent.
8.	CLERK'S REPORT P18/042 The Clerk reported on progress of actions arising from Council decisions and feedback regarding the cleaning of the bridge on the roundabout of the A413 on the Missenden side of Wendover. BCC confirmed ownership but had no plans or budget to clean it in the near future. The Clerk also reported that Fusion would be beginning enabling works for HS2 by creating habitat to clear a path for the new railway. This would be from a site on Rocky Lane and would begin in August. The site would mostly store a lot of fencing that was needed to secure the new habitat and works would be from 8am to 6pm Monday to Friday with occasional Saturday mornings. The site may be open 7am to 7pm but noisy work would not take place before 8am or after 6pm.
9.	REPORTS FROM OUTSIDE BODIES P18/043 Cllr Myers reported that he had attended a meeting of the Churchyard Care Committee and it had asked if there was anything specific it could do to help prepare for Best Kept Village. The Committee also had some wildflower areas in the Churchyard which it had carefully marked to help with the

	<p>competition. A request for the WPC staff to assist with the Churchyard hedge on the road side had also been made and the staff had already scheduled cuts for times outside of the nesting season and had completed a trim to assist initially.</p> <p>Cllr Worth reported that a meeting of RAF Stakeholders was not by the DIO but was a focus group and had circulated a paper detailing the discussion. Cllr Walsh added that a traffic survey had taken place during the school holidays in relation to the potential increase in traffic should the site be converted to housing once RAF Halton closed.</p>
10.	CORRESPONDENCE
	<p>P18/044 The Clerk reported that AVDC would be undertaking a Community Governance Review which could review the amount of Cllrs a Parish Council could have and boundaries of Council parishes. Cllr Clayton suggested Dunsmore residents should be consulted on the boundary review as the hamlet was currently split between Wendover and Ellesborough Parish Councils as well as two districts of Aylesbury Val and Wycombe. It was agreed for the Clerk's office to engage with Dunsmore residents and Ellesborough PC to gauge interest in suggesting the boundary is altered to include the whole of Dunsmore in one of the parishes and districts.</p>
11.	FINANCE
a	<p>To note the draft minutes of the 8th May 2018.</p> <p>P18/045 Cllr Bulpett drew attention to the resolution to update the financial regulations by increasing the Clerk's spend within the agreed budget to £1000 from £500 as this had not been changed for many years and was slowing the pace at which progress of business could be made. The minutes were NOTED.</p>
b	<p>To note the end of year (March 2018) I&E report and balance sheet.</p> <p>P18/046 The Clerk reported that the Council had made some virements within cost centres during the year and the overall income and expenditure was less than budgeted. This would be considered when preparing the budget for 2018/19.</p>
c	<p>To receive a report from the Internal Auditor for 2017-2018.</p> <p>P18/047 The Council thanked the Clerk for her hard work throughout 2017/18 that produced such a positive report from the Internal Auditor and the report was NOTED.</p>
d	<p>To inspect and approve the Statement of Accounts for 2017-2018, the Annual Governance Statement and sign the Annual Return.</p> <p>P18/048 The Clerk read each statement to the Council and gave examples of what each one meant and evidenced how the Council had complied. Each statement was RESOLVED as approved and the Clerk and Chairman signed the Annual Return form as required.</p>
e	<p>To consider the list of payments and sign cheques.</p> <p>P18/049 The payments were considered and RESOLVED as approved. The Chairman signed the list for filing with the minutes.</p>
12.	PLANNING COMMITTEE
	<p>To note draft minutes of the meeting of 1st and 15th May 2018.</p> <p>P18/050 The draft minutes were NOTED.</p>
13.	AMENITIES COMMITTEE
a	<p>To note draft minutes of the meeting of 15th May 2018.</p> <p>P18/051 The draft minutes were NOTED.</p>
b	<p>To consider any recommendations for the Amenities Committee (Appendix 2)</p> <p>P18/052 The Committee recommended undertaking restoration work to the three clock dials following the recent annual service in 2019/2020 and setting an EMR of £5000.00 to cover the work. Smith of Derby had noticed the faces and dials were deteriorating and had quoted for their repair and replacement but suggested it wasn't urgent and could be monitored.</p>
14.	STAFFING COMMITTEE
	<p>To note draft minutes of the meetings of 16th and 30th May 2018.</p> <p>P18/053 Cllr Myers reported that the Assistant Clerk, Amanda Massingham had interviewed very well for the role of Deputy Clerk and had been appointed in the role from 1st June. The Committee had now agreed to advertise the Assistant Clerk position with consideration to the role being a job share. The Committee had also looked at options to avoid interruptions for the Clerk on at least one day of the week. It had been agreed for Wednesdays to be reserved for the Clerk to work without any interruptions or appointments.</p>

15.	OTHER MATTERS
a	HS2
i	<p>To receive an update and any recommendations from the working group. P18/054 Cllr Walsh reported that the working group had been liaising to prepare for a meeting with Nusrat Ghani MP (Undersecretary of State for Transport). A letter had been circulated to members detailing the progress made in lobbying for the mined tunnel. An Independent Project Review would be taking place.</p>
ii	<p>To consider asking Bucks County Council to include the Low Noise Surface option and the noise barriers in the consultation for the construction noise mitigation assurance. P18/055 Cllr Clayton reported on a summary of the Jacobs noise report (prepared for BCC) circulated to all members prior to the meeting and proposed an amendment to the proposal on the agenda: "The Parish Council agrees a strong request to BCC that they: secure an agreement from HS2 Ltd that the funding for noise mitigation in Wendover may be used for either the proposed barriers or the low noise surfacing on the A413 and include both options in the public consultation with full, factual information in non-technical terms relating to each option. Cllr Clayton had information that indicates that, subject to certain conditions, the assurance for noise barriers from HS2 could be changed to include other options and was not sure that BCC had consulted on the matter to date at all. She also added that the cost of repairing the current road surface had not been taken in to account in the noise report costings. She stressed that this was not a discussion about the merits of each option, but was about the content of the proposed BCC consultation. Cllr Walsh explained that engineers do not supported LNS mitigate for construction traffic noise. That the PC's working group supports barriers going to consultation. HS2 and BCC were saying the noise barriers were the best option. He added that a Low Noise Surface does not mitigate engine noise or construction noise, it is mainly for tyre noise. The HS2 Environmental Statement said that HS2 must repair the road surface once the construction was complete. Correspondence from 6 residents supporting a request for Low Noise Surfacing and the letter from Cllr Mark Shaw had been circulated by the Clerk prior to the meeting to assist with the decision. It was RESOLVED not to go ahead with either the amended or original proposal as 4 Cllrs voted against, 2 voted for and 3 abstained.</p>
b	Manor Waste
	<p>P18/ 056 Cllr Walsh reported that a meeting had taken place with the project manager, contractor, Clerk to WPC and himself in attendance. The contractor presented a quote for drilling through one of the faulty electrical points down to chalk to see if this would allow the power point to drain sufficiently. If this solved the problem, the remaining points could also be drilled. It had been agreed that this payment would come from the retention still held by WPC and that it was the best option to move forward.</p>
c	Community Engagement
	<p>P18/ 057 The working group recommended that the bimonthly surveys that had been paused to allow for the Neighbourhood Plan survey to take precedent should not continue. It was RESOLVED to accept the recommendation and cease bimonthly surveys. It was AGREED for the Engagement Working group to discuss the outcomes from Wendover Celebrates at their next meeting and report back to Council on what went well and how future events could be improved.</p>
d	Committees Terms of Reference
	<p>To agree terms of reference for each of the Council's Committees in 2018/19. P18/058 The terms of reference were discussed and amendments were made to clearly state how confidential matters should be addressed and for all new or reviewed policies to be recommended to full Council. The Management Working Group had recommended that Amenities and Finance Committees could have their meeting patterns adjusted but this was not included and it was RESOLVED to accept the terms of reference without those adjustments, however, the Finance Committee would return to meeting quarterly.</p>
e	Outside Committee Memberships
	<p>To consider a second WPC trustee for 2018/19 for the William Hill Charity and a WPC trustee for the Twinning Association.</p>

	P18/059 It was RESOLVED for Cllr Myers to join Cllr Ballantine as a WPC representative on the William Hill Charity and for the absent Cllrs to be asked to join the Twinning Association if the Clerk could not be nominated.
f	Wendover Cricket Club
	To consider supporting the WCC with a bid for a New Homes Bonus grant. P18/060 A paper detailing the Cricket Club's plans had been circulated to Cllrs prior to the meeting and the Clerk had checked criteria for community use. It was RESOLVED to support the WCC with its application for the NHB grant.
g	PMG Streetlighting
	To consider comments from the Finance and Amenities Committees for options and benefits of upgrading the newly adopted lamps to LED. P18/061 The Clerk had circulated a paper to Cllrs prior to the meeting detailing potential costs and savings along with advice from the current WPC contractor. The current lamps at PMG were very expensive to maintain and run but the cost of converting 148 columns to LED lamps would not be paid back for 21 years on electricity savings alone. It was AGREED for the Clerk to speak to other Councils and do further research in to the conversion for the next meeting.
h	Christmas Events 2018
	To agree the date of the events and any actions P18/062 It was RESOLVED for the Christmas event to take place on Wednesday 5 th December and for Carols Around the Tree to take place on Friday 21 st December. The Clerk reported that interest from a member of the Community Engagement Working Group had been expressed in organising the Christmas event this year. The task of organising these events had been delegated to the Clerk's office in recent years and the Council AGREED it was satisfied that this had produced a good result and had made organising the event more efficient. It was AGREED that ideas from the Community Engagement Working Group could be considered and members could provide manpower on the day.
i	New GDPR Privacy Notices and Policies
	To consider three new policies in line with the recent GDPR Legislation changes P18/063 The Clerk reported that the WPC Data protection Officer had reviewed the policies and supplied some templates. NALC templates had also been used and the fourth policy on Information Security had been with the WPC IT contractor for their review and input to make sure it was accurate. The policies were needed to cover GDPR requirements but would need reviewing once GDPR phased out upon Brexit. It was RESOLVED to adopt the policies which included internal and external privacy statements.
16.	ITEMS FOR NEXT AGENDA P18/064 The items for the next agenda were to be agreed with the Clerk.
17.	DATES OF FUTURE MEETINGS P18/065 The date of the next meeting was confirmed, 3 rd July 2018.
18.	CLOSURE OF MEETING P18/066 As all business was transacted the meeting closed at 9pm.

Signed: _____

Date: 03/07/2018

AVDC - Aylesbury Vale District Council
 BCC - Buckinghamshire County Council
 Cllr - Councillor
 EMR - Ear Marked Reserve
 HS2 - High Speed Rail II
 I&E - Income and Expenditure
 LAF - Local Area Forum
 NP - Neighbourhood Plan

NPSG - Neighbourhood Plan Steering Group
 PC - Parish Council
 PMG - Princess Mary Gate development
 TfB - Transport for Bucks (BCC Highways)
 VALP - Vale of Aylesbury Local Plan
 WG - Working Group
 WPC - Wendover Parish Council

