

# WENDOVER PARISH COUNCIL

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## Minutes of the Annual Parish Council Meeting

3rd May 2022 at 7.00pm

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

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**Present:** Councillors Ballantine, Worth, Bulpett, Durden-Moore, Walker, Washington, Williams, Lloyds- Evans, and Gallagher.

**Clerk:** Lynda Baker

**Deputy Clerk & Minutes:** Amanda Massingham

**Chair:** Sheila Bulpett

**Members of Public:** 4

### 1. ELECTION OF CHAIR

**PC22/001** Councillor Bulpett was proposed for Chair by Councillor Ballantine and it this was seconded by Councillor Worth. It was unanimously **RESOLVED** to elect Councillor Bulpett as Chair. A declaration of acceptance of office was signed.

### 2. ELECTION OF VICE CHAIR

**PC22/002** Councillor Durden-Moore was proposed for Vice Chair by Councillor Worth and this was seconded by Councillor Bulpett. It was unanimously **RESOLVED** to elect Councillor Durden-Moore as Vice Chair. A declaration of acceptance of office was signed.

### 3. APOLOGIES FOR ABSENCE

**PC22/003** Apologies were received and ACCEPTED from Councillors Standen, Barnard, Malleson and Goodall. Councillors Standen and Goodall had confirmed their requested Committee membership by e-mail.

### 4. DECLARATIONS OF INTEREST

**PC22/004** None.

### 5. MINUTES

**Consideration of approval of minutes of the meeting of 5<sup>th</sup> April 2022.**

**PC22/005** It was AGREED to add 'about trees' to minute PC21/380. The minutes were then **RESOLVED** as a true record and signed by the Chair.

### 6. PUBLIC PARTICIPATION

**PC22/006** A member of the public from Lionel Avenue, thanked both the Parish and Buckinghamshire Council for the progress to date in terms of reducing the numbers of cycleway symbols. Reference was made to the volume of symbols in Dobbins Lane verses the number in Lionel Avenue with the comparison of decisions points and Lionel Avenue being a quieter no-through road. Twenty-five symbols had been installed with the commitment to reduce by eleven, leaving fourteen. The resident requested that a further four or five are removed to ensure that symbols in either direction are at least ten meters apart, as per Transport for London Guidance.

**P22/007** A member of the public corrected a statement he made at the 5<sup>th</sup> April meeting about the Bus Service Improvement Plan, he confirmed that central government have not made a decision hence no funds had been sent to Buckinghamshire Council which has prevented them from planning improvements. He also referred to the petition handed to the Council at the April meeting regarding the Parking Consultation and Vinetrees. He aired his disappointment that the petition had not been acknowledged, he accepted that he had received a response from Councillor Bulpett but as he had not signed the petition himself, he did not feel it appropriate that he was expected to update the residents of Vinetrees. It was noted that item 11 on the agenda included correspondence about Library staff structure changes and that the agenda referred to the issue not requiring a response. The resident highlighted the fantastic work carried out at the library by both paid staff and volunteers. It was noted by the Clerk that the correspondence had been received from the Friends of Wendover Library and the detail sent did not offer any consultation with the Parish Council, users, or residents. It was AGREED that the office would contact Head of Library Services and challenge the need to consult.

**P22/008** In response to Library changes a second resident reconfirmed the positive work done by the volunteers. A third resident reported that some years ago there was a missed opportunity to run the library by the Community. Reference was made to an old contract that set the rules in terms of staff requirements and that when the asset was taken over by Buckinghamshire Council there was a caveat confirming the required staffing levels set by the Lord of the Manor.

## **7. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

**PC22/009** Councillor Bowles acknowledged the comments made about the Lionel Avenue symbols and the changes to the staffing structure at the library and confirmed he would raise them with the appropriate parties. The Parish Charter was hoped to be adopted in June following recommendations made by an independent consultant. The helping hand initiative continues assisting families over Easter with food vouchers and welcoming families from Ukraine. CCTV is currently under review as the legacy councils all have different systems. In terms of new requests for CCTV, Buckinghamshire Council would pay for camera and installation and the Parish Council would be responsible for the ongoing maintenance. The Community Board meetings are being re-launched with streamlined management and improvements with the funding request processes. A new project has started to improve services for Veterans, including working with housing associations and the Oasis Partnership. Monthly meetings continue with the Local Area Technician. Praise and thanks were given for the Annual Parish Meeting that took place on 28<sup>th</sup> April. Councillor Bulpett reported that she had previously raised issues with the Area Technician concerning the roundabouts at Wharf Rd and Halton Lane, she also requested the need to have CCTV at the Haddington Close playpark. It was AGREED to communicate these issues to Councillor Bowles by e-mail the following day.

## **8. COMMITTEES AND WORKING GROUPS**

### **(i) To agree membership of each Committee.**

**PC22/010** Committee membership was **RESOLVED** as follows:

- **Finance Committee**  
Councillors Stephen Worth, Julie Williams, Jo Durden-Moore, Clive Gallagher, Rob Goodall, and Sheila Bulpett (ex-officio).
- **Staffing Committee**  
Councillors Jo Durden-Moore, Jennifer Ballantine, Julie Williams, Stephen Worth, Diane Washington, and Sheila Bulpett (ex-officio).
- **Amenities Committee**  
Councillors Mark Standen, Stephen Worth, Jennifer Ballantine, Julie Williams, Diane Washington, Sam Walker, Julie Lloyd-Evans and Sheila Bulpett (ex-officio).

- **Planning Committee**  
Councillors Stephen Worth, Jennifer Ballantine, Mark Standen, Diane Washington, Sam Walker and Sheila Bulpett (ex-officio).
- **Complaints Committee**  
Councillors Robert Goodall, Diane Washington, Jennifer Ballantine, Ruth Malleson, Mark Standen.
- **Grants Sub-Committee** It was NOTED that the Council had recently agreed to open the membership of the committee to the full Council. Owing to the limited timeframe of when the meeting takes place in early February, it was **RESOLVED** to agree the membership at the January 2023 Parish Council meeting.

(ii) **To agree membership of each Working Group**

**PC22/011** Working Group membership was **RESOLVED** as follows:

- HS2 Working Group - Councillors Sheila Bulpett, Sam Walker and Julie Lloyd-Evans
- Open Spaces Working Group - Councillors Mark Standen, Stephen Worth and Sheila Bulpett
- Speed & Noise Working Group – Councillors Sam Walker and Jo Durden-Moore
- Five Year Working Plan – Councillors Jo Durden-Moore, Rob Goodall, Julie Lloyd-Evans.

(iii) **To agree terms of reference for each of the Council’s Committees in 2022/2023**

**PC22/012** It was **RESOLVED** to accept the Terms of Reference for the Planning, Amenities, Staffing, Finance, Grants Sub-Committee and Complaints Committees with the changes agreed at the last meeting of each committee in 2021/22.

## 9. OUTSIDE BODIES

(i) **To receive reports from outside bodies.**

**PC22/013** Councillor Durden-Moore had recently attended at BALC Liaison meeting, her report was NOTED. Councillor Bulpett reported that she had attended a recent Lionel Abel Smith Trust meeting and £48k of grant awards were made. Councillor Worth reported that he has attended a Library Management Committee meeting, he believed the cluster manager outlined in the staff changes would be based at Wendover, and it was hoped that the extension works would be completed by July 2023.

(i) **To agree WPC representatives on other organisations’ Committees, Panels or Liaison Groups.**

**PC22/014** Membership to outside bodies for 2022/23 was **RESOLVED** as follows:

- RAF Halton Stakeholders** – Councillor Stephen Worth
- BC Community Board** – Councillors Stephen Worth and Jo Durden-Moore
- BC/BMKLAC Parish Liaison Meeting** - Councillors Jo Durden-Moore and Sheila Bulpett
- Lionel Abel Smith Trust** – Councillor Sheila Bulpett
- Wendover Action Group (Community Car)** – Councillor Julie Williams
- Wendover Arm Trust** – Councillor Sheila Bulpett
- Wendover Churchyard Care Committee** – Councillor Diane Washington
- Wendover Community Library Management Committee** – Councillors Stephen Worth and Sheila Bulpett
- Wendover Memorial Hall** – Councillors Jennifer Ballantine and Stephen Worth
- Wendover HS2 Mitigation Group** - Councillors Julie Lloyd-Evans and Sheila Bulpett
- Climate Action Wendover** – Julie Lloyd-Evans

## 10. REVIEW OF SUBSCRIPTIONS AND MEMBERSHIPS

**PC22/015** All subscriptions and memberships were **RESOLVED** as follows:

<b>Subscription/Membership</b>	<b>Estimated Costs 2022/23</b>
BALC NALC	£1331.58
Local Council Update	£75.00

Chiltern Society	£30.00
Wendover Arm Trust	£25.00
Open Spaces Society	£45.00
SLCC Clerks Membership	£294.00
Friends of Ridgeway	£15.00
Community Impact Bucks	Free
Campaign to Protect Rural England	£36.00
Parish Online	£180.00
Plantlife	£39.00

## 11. CORRESPONDENCE

**PC22/016** The New Buckinghamshire Council Gambling Policy was NOTED.

**PC22/017** The Invitation to the Aylesbury Town Council Annual Mayor Making was NOTED, Councillor Bulpett confirmed she was available to attend.

**PC22/018** The Proposed Changes to Library Service staffing structures from the Friends of Wendover Library was NOTED. Further information was noted during public participation.

**PC22/019** The correspondence from a resident regarding the 5<sup>th</sup> April Draft Minutes, item 15.a.iii was NOTED. The changes were made.

**PC22/020** The correspondence from a resident about the Wendover Parking Survey (Minutes) was NOTED. It was AGREED by all Councillors that no commitment was made to fund any further changes, until the statutory consultation results were known. It was NOTED that the correspondence was not included on the agenda, but all Councillors had received a copy via e-mail.

**PC22/021** The correspondence from a resident about Standing Grants and the response from the office was NOTED. The Clerk would be sending further information about recommendations for a review shortly.

**PC22/022** The correspondence from a resident about the Wendover Parking Survey (PID) was NOTED. The Clerk explained that a response would be sent from the office and that the PID referred to was a Buckinghamshire Council PID not a Parish Council PID/PSR.

**PC22/023** The correspondence from a resident about the Helicopter Park Reinstatement and the response from the office was NOTED. Councillor Gallagher recommended that the timelines for all aspects are captured in the project status report.

## 12. CLERKS REPORT

**PC22/024** The Clerks Report was NOTED. The Clerk highlighted the 'Have your Say' event at Wendover Library on 10<sup>th</sup> May and reported that a request had been submitted for a member of the Parking Consultation team to attend.

## 13. FINANCE COMMITTEE

### (i) To note the year end March 2022 I&E, EMR and balance sheet

**PC22/025** The reports were NOTED. The Clerk reported that a wider selection of reports for the year end and April will be included on the May Finance Committee agenda.

### (ii) To consider the list of payments and sign cheques

**PC22/026** It was **RESOLVED** to accept the list of payments; the invoices were duly signed. BACS payments would be made the next working day.

### (iii) To consider continuing with direct debit payments and payments of salaries by fax order.

**PC22/027** It was **RESOLVED** to continue with the current direct debit payments and payments of salaries by fax order.

#### **14. PLANNING COMMITTEE**

**To note draft minutes of the meetings of 5<sup>th</sup> and 19<sup>th</sup> April 2022.**

**PC22/028** The draft minutes were NOTED.

#### **15. AMENITIES COMMITTEE**

**To note the draft minutes of the meeting of 19<sup>th</sup> April 2022.**

**P22/029** The draft minutes were NOTED.

#### **16. OTHER MATTERS**

##### **(a) HS2**

**To receive an update on any matters relating to HS2 & the HS2 Working Group.**

**PC22/030** The update to confirm the CCTV Camera on South Street had been removed on 24<sup>th</sup> April 2022 was NOTED. Councillor Bulpett reported that a response from Clive Maxwell, Director General HS2 had been received and distributed to all Councillors. 'No HS2 Lorries' signage was now in place on London Road/South Street. The next working group meeting would review the HS2 survey results from the recent website poll, a date would be arranged within the next day or so. Communications had taken place with Buckinghamshire Council and EKFB in relation to the A413 closures, reassurances had been received regarding emergency service access. It was **AGREED** that the Misbourne Greenway Cycleway item raised by Councillor Malleson would be deferred to the next meeting as she was not present.

##### **(b) Review and adoption of core documents**

###### **(i) To review the Councils Standing Orders.**

**P22/031** It was **RESOLVED** to accept the Standing Orders with the Chairman to Chair changes. It was **AGREED** that the Standing Orders would be placed back on the June agenda as new a new template had been released by NALC after the agenda was published.

###### **(ii) To review the Councils Financial Regulations**

**PC22/032** It was **RESOLVED** to accept the Financial Regulations with the Chairman to Chair changes. Councillor Gallagher highlighted item 2.2 in the regulations, which needs to be considered by the new committee membership.

###### **(iii) To confirm core policies have been reviewed.**

**PC22/033** The policy date review list was NOTED. The policies referenced in the Standing Orders; item 5.j were highlighted.

##### **(c) Review of land and assets**

**To receive an update on the asset register and an inventory of WPC property**

**PC22/034** The complete asset list distributed by e-mail the previous week was NOTED. It was NOTED that no assets were disposed, and two items were acquired. The current value summary report was NOTED, this confirmed the increases due to the Hampden Pond fence and Ashbrook notice board replacements.

##### **(d) Review of arrangements for insurance.**

**To confirm the Council has insurance cover in respect of all risks**

**PC22/035** The insurance policy, schedule and renewal date were NOTED.

##### **(e) General Power of Competence**

**To receive an update on the Council exercising their eligibility of the General Power of Competence PC22/036** It was NOTED that the council was not currently eligible to use the General Power of Competence as laid out in the Localism Act 2011.

**(f) Jubilee Event 2022**

**(i) To note the updated project status report for the Jubilee Event.**

**PC22/037** The project status report was NOTED. Wendover Cricket Club have confirmed that they cannot currently commit to having the bar open as they rely on volunteers being available. Kings Farm had not responded to the invitation sent. The planning of the event was delegated to the office, it was proposed that additional toilets should be hired in. Councillors Bulpett, Washington, Durden-Moore, Worth and Lloyd-Evans confirmed they should be able to attend on the day.

**(ii) To consider a request from Craft Yard to attend the event with a mobile gin bar.**

**PC22/038** The request was NOTED. The Cricket Club had been consulted due to the conflict, and confirmed they had no issues. It was **RESOLVED** to allow the mobile gin bar to attend.

**(iii) To consider purchasing promo materials for the event to support the five-year plan outputs.**

**PC22/039** It was AGREED that the stock of re-useable water bottles and jute bags would be used to support the event.

**(g) 5 year Working Group**

**To receive an update and consider any recommendations.**

**PC22/040** Councillor Durden-Moore reported that the working group would be meeting shortly to discuss the community business engagement plan, review the climate action plan and review the Manor Waste consultation. An e-mail had been sent to all Councillors in terms of ward proposals, feedback was required as the item would be placed on the June agenda.

**(h) Manor Waste**

**(i) To consider a request for a charity stall to use Manor Waste on Sunday 29<sup>th</sup> May 2022.**

**PC22/041** The request was NOTED. It was **RESOLVED** to allow the charity stall to use Manor Waste on Sunday 29<sup>th</sup> May 2022.

**(ii) To receive an update Manor Waste consultation and proposals.**

**PC22/042** Councillor Durden-Moore reported that the consultation with key stakeholders had been concluded. Some further work was required to confirm the weekly market protocols, these would be considered by the five-year plan working group, before recommendations are made to full Council.

**(i) Haddington Close Playpark**

**To receive an update on the Haddington Close Playpark and consider any actions.**

**PC22/043** The correspondence and updated playpark proposal was NOTED. The new/replacement items were highlighted in red. The changes included additional swings including a cradle set and tango swing, an accessible flush roundabout and a golgoth climbing structure. It was highlighted that the summit net is over 5m tall and Buckinghamshire Council have advised that planning permission would be required. Following discussions and a vote it was **RESOLVED** to proceed with the proposals including the summit net which may result in the installation date being pushed back by 2-3 weeks due to the planning requirements. Councillor Ballantine abstained from the vote. During the MOD's consultation residents requested a 'mini road' to be installed, for young children to use with bikes and scooters. It was AGREED that the mini road was a good idea and the Council welcomed this additional item.

## **17. DATES OF FUTURE MEETINGS**

### **a) To note the Notice of Meetings 2022/23.**

**PC22/044** The Notice of Meetings for 2022/23 was NOTED.

### **b) To consider any venue changes for 2022/23**

**PC22/045** It was **RESOLVED** to hold the July 2022 meeting at The MS Centre subject to a room being available.

## **18. CONFIDENTIAL ITEMS**

**PC22/046** It was **RESOLVED** that further to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted, that the public be excluded, and the matters be dealt with in confidence.

- a) The complaint response of 25<sup>th</sup> March was NOTED, along the complainant's response dated 1<sup>st</sup> April 2022. The Council AGREED a further response, to acknowledge contents of the communication dated 1<sup>st</sup> April with assurances to adhere to the Councils Standing orders especially with regard to notice for meetings.

## **19. CLOSURE OF MEETING**

**PC22/047** As all business was transacted the meeting was closed at 9.15pm.

Signed by S.Bulpett  
Chair to the Parish Council

Date: 07/06/2022