

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting 6th September 2022 at 7:30pm Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Bulpett, Ballantine, Durden-Moore, Gallagher, Goodall, Lloyd-Evans, Worth, Walker, Malleson, Williams.

Clerk: Amanda Massingham

Chair: Sheila Bulpett

Members of Public: seven

1. APOLOGIES FOR ABSENCE

PC22/204 Apologies were received and ACCEPTED from Councillors Washington and Standen.

2. DECLARATIONS OF INTEREST

PC22/205 None.

3. MINUTES

Consideration of approval of minutes of the meeting of 2nd August 2022.

PC22/206 The minutes were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

PC22/207 A member of the public provided an update on the Wendover Shed project. A bank account has been set up, committee formed, container secured with twelve shedders ready to join. It was requested that the Council considers allowing the container to be placed at Ashbrook Open Space or Witchell Car Park as both sites have access to electricity, water and toilet via the site safe and cricket pavilion. Planning for Wendover Celebrates continues, it is still hoped the RAF will assist with the bonfire. Councillor Bulpett confirmed the request for Wendover Sheds would be placed on the October Parish Council agenda.

Two residents of Chiltern Road expressed their disappointment with the Parking Consultation. Four residents were present. They challenged the process, costs and legality of the project. Comments made in the informal stages had not been listed too or actioned. Safety issues and concerns over the permits system were also raised. They requested clarity on why the Statutory Consultation included elements that had been rejected by 54% of residents during the informal consultation.

It was AGREED to bring forward item 13.i Parking Consultation.

Councillor Bulpett thanked the residents for their comments and apologised for the distress. Councillor Bulpett continued confirming that the initial feasibility study was based on six roads but grew to thirteen roads having received feedback from the community. The informal consultation took place in March 2021, a second informational consultation took place in July for two roads only. The Parish Council agreed at its September 2021 meeting to proceed with the Statutory Consultation. Owing to staffing issues at Buckinghamshire Council the Statutory Consultation did not start until August 2022. Councillor Bulpett confirmed that she agreed that there were issues with the tiles/maps for both Chiltern Road and Perry Street. The matter had been highlighted to Buckinghamshire Council and a response had been received from John Pateman, Team Leader, Design Services. The response received, 5th September 2022, was read out to

all. In summary it was acknowledged that error has been made with Perry Street and Chiltern Road, apologies were made. Assurances were given that Buckinghamshire Council would honour the outcome/feedback from the informal consultation in addition to the statutory consultation. Costs and the allocation of permits were confirmed in the same correspondence. Councillor Goodall requested that the whole parking consultation should be scrapped. Buckinghamshire Councillor Newcome reported that whilst the clerical error is extremely serious, some residents are very happy with the plans, giving Wharf Road as an example, and that the error should not invalidate the whole consultation.

Following a vote it was **RESOLVED** to continue with the statutory parking consultation and seek legal advice from Nick Graham at Buckinghamshire Council in terms of the clerical errors. Seven Councillors were in favour, one abstained and one councillor was against the consultation continuing.

It was **RESOLVED** to apply for Community Boarding Funding for the anticipated costs of the consultations and works required should recommendations be actioned once the statutory consultation outcomes are known.

5. CHAIR'S ANNOUNCEMENTS

PC22/208 None.

6. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

PC22/209 Councillor Newcombe attended the meeting. Misbourne Greenway was highlighted as a great infrastructure project benefiting the residents of Wendover. He also reported that Buckinghamshire Council are currently upgrading its revenue and benefits systems meaning the system will be offline from Thursday 22 September for the Aylesbury and Wycombe system. The target date to have the new system up and running is Thursday 27 October. The majority of residents will be unaffected by this closedown period – Council tax direct debit and standing order collections, housing benefit payments and all online payments will continue as normal.

7. CLERKS REPORT

PC22/210 None.

8. REPORTS FROM OUTSIDE BODIES

PC22/211 Councillor Worth was scheduled to attend a Defence Infrastructure Organisation meeting but it has been rescheduled due to technical issues. Councillor Durden-Moore has attended Village Green Training and a Wendover Ukrainian Support meeting, slides of which has been distributed to all.

9. CORRESPONDENCE

PC22/212 The list of correspondence responded to from the office was NOTED. Subject matter included Wendover Cycleway, hiring Wendover library rooms, road safety outside Halton Post Office, the Misbourne Greenway, Perch Bridge speeding, antisocial behaviour, Microsoft e-mails costs and the parking consultation.

10. FINANCE & FINANCE COMMITTEE

a) To consider the list of payments and sign cheques

PC22/213 It was **RESOLVED** to accept the list of payments; the invoices were duly signed. BACS payments would be made the next working day.

b) To note the July 2022 I&E, EMR and Balance Sheet.

PC22/214 The July 2022 I&E, EMR and balance sheet was NOTED.

- c) **To note the minutes of the meeting on 16th August 2022.**
PC22/215 The draft minutes were NOTED. Councillor Gallagher made reference to the Governance and Risk Register, that was reviewed by the Committee.
- d) **To consider any recommendations from the Finance Committee.**
PC22/216 The LGPS background paper previously considered by the Finance Committee was NOTED. Councillor Gallagher also provided a verbal overview. The recommendation was considered and it was **RESOLVED** to accept the recommendation from the Finance Committee. The Council would continue to increase the dedicated LGPS Cessation EMR to £73K over the coming years and request new cessation figures next year.
- e) **To consider signing up for a three-year fixed deal for the Councils Insurance Policy.**
PC22/217 It was **RESOLVED** to sign-up three-year binding Long Term Agreement with Hiscox Insurance at an LTA premium of £4,921.26 per year.

11. PLANNING COMMITTEE

To note draft minutes of the meeting on 16th August 2022.

PC22/218 The draft minutes were NOTED.

12. STAFFING COMMITTEE

To note the draft minutes of the meeting on 2nd August and 30th August 2022.

PC22/219 The draft minutes were NOTED.

13. OTHER MATTERS

a) HS2 Working Group

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

PC22/220 The paper detailing an update with the ICO complaint, Schedule 17 submission for Nash Lee and water diversions into Hampden pond were NOTED. Councillor Lloyd-Evans reported that a working group meeting was scheduled for 14th September 2022. Councillor Bulpett reported that she had distributed some suggested response letters from a working group member in relation to the Schedule 17 submissions. It was **RESOLVED** to delegate the response to Buckinghamshire Council to the working group and Councillor Bulpett owing to the time restrictions.

ii) To consider signage for new white gates along the A413.

PC22/221 It was **RESOLVED** to support EKFB in installing some additional white gates along the A413 to support traffic calming. It was **AGREED** that the signage should include speed limit signage only. There would be no cost to the Council.

b) Open Spaces Working Group

i) To receive an update and consider any recommendations from the Open Spaces working group.

PC22/222 Councillor Standen was not present. No update report was provided.

ii) To review and consider membership requests for the working group.

PC22/223 It was **RESOLVED** to accept one new request for membership.

iii) To review and consider a draft Skate Park tender for Ashbrook open space.

PC22/224 The draft tender was NOTED. It was **RESOLVED** to accept the draft. The tender period and costs would be reviewed once new staff are in place.

c) Parish Plan Working Group

To receive an update and consider any recommendations.

PC22/225 The report dated 1st September was NOTED. Councillor Durden-Moore reported on the specific workstreams and next steps as per the report.

d) Transport Working Group

i) To receive an update and consider any recommendations.

PC22/226 The report dated 30th August 2022 was NOTED.

ii) To consider the proposed priorities from the working group.

PC22/227 The Chair of the working group referred to the three proposed properties, namely, traffic management for Wharf Road and Manor Road, Speed reduction plan for South Street and to encourage walking and cycling. It was **RESOLVED** to accept these priorities. New terms of reference would be updated and presented at the October Parish Council meeting.

e) Freedom Parade 2023

To consider a request from the MOD to host a Freedom Parade in May 2023.

PC22/228 The request from RAF Halton was NOTED. After some discussions and vote, seven for, three against it was **RESOLVED** to host the 2023 Freedom Parade on Sunday 14th May 2023. It was agreed that an application for Community Board funding should be sought. The costs to the Council for the event in 2017 were £6.5K, a dedicated EMR would need to be set up in the 2023/2024 budget.

f) Rural Market Town Group

To consider Annual member to the Rural Market Town Group.

PC22/229 It was **RESOLVED** not to proceed with membership for the Rural Market Town Group.

g) Christmas Event & Decorations

i) To consider the quotation from Sparks to erect the Clock Tower lights, large tree lights and High Street Festoons.

PC22/230 The quote from Sparks was NOTED. It was **RESOLVED** to accept the quote and charge against account 4105.

ii) To consider a quotation to replace the transformers that are required for the mini-Christmas trees.

PC22/231 The paper outlining the issue was NOTED. It was resolved to purchase forty-six transformers at a cost of £2410 against the dedicated Christmas light EMR 9127/363.

iii) To consider requests to be the Christmas event beneficiary.

PC22/232 The paper detailing the beneficiaries of the past was NOTED. The paper also included requests for 2022 following an engagement post on social media. It was **RESOLVED** to award the Christmas beneficiary amount to Wendover Sheds.

h) Haddington Close Playpark

i) To receive an update on the playpark works and lease.

PC22/233 There was no update on the lease. Councillor Bulpett reported on an outstanding issue in terms of ownership of the land on the deeds that had been sent by the solicitor. The Clerk had circulated a response about CCTV from Buckinghamshire Council.

ii) To consider a quote and design for playground signage.

PC22/234 The playground design was NOTED. It was **RESOLVED** to accept the design and wording. The Clerk reported that playground contractor had confirmed the signage and cost was part of the complete works package, hence the quote could be ignored. It was agreed that the Amenities Committee should consider updating the other playparks with the same signage.

i) Parking Consultation

i) To note the Statutory Parking Consultation dates 19th August until 16th September.

PC22/235 This item was brought forward and discussed after public participation.

ii) To consider applying for Community Board Funding for the anticipated total costs of £36k.

PC22/236 This item was brought forward and discussed after public participation.

j) Old Skate Park

To consider renting the Old Skate Park land to Climate Action Wendover based in the terms of allotment tenancy agreement.

PC22/237 Councillor Bulpett reported she had meet with Climate Action Wendover and discussed leasing the land on simular terms to the current allotment tenancy agreements. The draft agreement was NOTED. Following a vote, nine for, one against it was **RESOLVED** to proceed with the draft agreement, based on a peppercorn rent of £1 per annum. Councillor Goodall suggested that carbon off set data should be provided for future engagement with the community.

k) Complaints Policy

To review and consider a new complaints policy.

PC22/238 The draft policy was NOTED. Following a recommendation from Councillor Goodall it was agreed that the resolution and remedies section should come from the Complaints Chair/Committee. It was **RESOLVED** to adopt the policy with this change.

l) Resignations

i) To accept the resignation of Councillor Barnard and consider any actions.

PC22/239 Councillor Bulpett reported the reasoning behind the resignation. It was **RESOLVED** to accept the resignation with a letter of thanks from the Council.

ii) To accept the resignation of the Deputy Clerk/Acting Clerk.

PC22/240 It was **RESOLVED** to accept the resignation. Amanda was thanked for her service.

14. DATES OF FUTURE MEETINGS

P22/241 To note the next Parish Council meeting Tuesday 4th October 2022, 7.30 p.m.

15. CONFIDENTIAL ITEMS

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

PC22/242 It was **RESOLVED** to move into confidential session.

PC22/243 Several items were discussed in relation to the Clerk/RFO position. It was **RESOLVED** to appoint Councillor Williams as temporary Chair of Staffing as Councillor Durden-Moore would be unavailable for up to 10 weeks. It is anticipated that Councillor Durden-Moore will be back on 24th October 2022. The current payroll arrangement uses Numbers to work out the figures and the Lloyds TeleFax service to make the payments. The Telefax service closes in December and the Council will need to find alternative arrangements, which includes asking Numbers Ltd to provide a complete payroll service. Mentors were discussed and agreed for new staff. It was agreed that Councillor Lloyd-Evans would conduct an exit interview with the Deputy Clerk. It was **RESOLVED** for the Chair of Finance to formally respond to the complainant regarding the Complaint Committee meeting in June. It was **RESOLVED** to approve the actions that had taken place in response to the complaint, this included e-mails and a formal letter to the complainant. Councillor Bulpett reported that an offer been made and accepted for the Estate and Events position following decisions made by the Staffing Committee, discussions took place regarding the notice period. Councillor Durden-Moore gave an overview on the Clerks/RFO interviews. The interview panel had made a recommendation which was agreed at Staffing Committee and presented here to council. The application form for the candidate was NOTED. It was **RESOLVED** to make an employment offer, salary and notice period was agreed.

PC22/244 An application for the Comms and Admin position was NOTED. It was **RESOLVED** to make an employment offer, salary and notice period was agreed.

16. CLOSURE OF MEETING

PC22/245 As all business was transacted the meeting was closed at 9:45pm

Signed by *Councillor Bulpett*

Chair to the Parish Council

Date Tuesday 4th October 2022