

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting 4th June 2024 at 7:30pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Ballantine, Gallagher (Chair), O'Donnell, Porter, Thornton, Wales, Walker, and Worth.

In attendance: Buckinghamshire Councillors Bowles and Newcombe

Clerk: Andy Smith

Members of Public: 2

1. APOLOGIES FOR ABSENCE

PC24/064 Apologies were received from Councillors Williams, Goodall, O'Donnell, Walker and were **APPROVED**. Councillor Lloyd Evans was absent.

2. DECLARATIONS OF INTEREST

PC24/065 Councillor Worth as a Library Trustee declared an interest in item 12c

3. MINUTES

PC24/066 The minutes of the Parish Council of 7th May 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

4. CHAIRS ANNOUNCEMENTS

PC24/067 None

5. PUBLIC PARTICIPATION

PC24/068 A member of the public asked about the streetlights turn off project, they were concerned about the cost and also if the impact of turning off and on reducing the life of the lamps had been considered

PC24/069 A member of the public made a request to clean the bus shelters as they have not been done for 2.5 years

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/070 There is not much to update as there have been changes to committees going on as a part of the annual cycle. An issue has been raised about consultations between Bucks Councils and Parish Councils. There is a piece of work being done by Bucks Council to improve the quality of consultation between those groups.

7. CLERKS REPORT AND CORRESPONDANCE

PC24/071 The report was noted. It was further noted that since the report was produced a form for the manor waste had been completed and returned to the Valuation Office Agency for the non-domestic rating of the Manor Waste

8. FINANCE AND PAYMENTS

a) **Payments to consider.**

- PC24/072** It was noted that Buckinghamshire Council had taken a Direct Debit payment from the Parish Council bank account without issuing an invoice or notice. This had been chased and that invoice had only just been received. It was **RESOLVED** to accept this tabled invoice of £164.80
- PC24/073** The remaining payments to consider, totalling £18,548.33, were **RESOLVED** and signed.

b) Latest financial reports

- PC24/074** The financial reports were noted and Councillors were happy with the financial position.

9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

- PC24/075** The report was noted. The site visit was noted. Construction seems to be keeping up with schedules. The new community meetings between EKFB/Wendover HS2 MAG and the Parish Council are working well. The Socialise and Inform meeting on the 28th June was noted

b) Parish Council Surgeries

- PC24/076** It was noted that it had been agreed to trial the surgeries on the Saturdays of the Local Produce Market – the next surgery is on Sat 15th June – Councillor Porter volunteered and another volunteer would be sought via email.

c) St Marys Churchyard care committee

- PC24/077** It was noted that the meeting is tomorrow so will report next month

d) Other groups

- PC24/078** Wendover Publicans Networking– hosted at Tres Corazones, the publicans discussed the next Wendover Pub Trail event. The local shops will be invited to the next meeting to encourage the shops to do some later openings and tie together their work.

10. REPORTS FROM STANDING COMMITTEES

a) PLANNING

- PC24/079** The draft minutes of the meeting on 21st May 2024 were noted.

b) AMENITIES

- PC24/080** The draft minutes of the meeting on 21st May 2024 were noted.

a) FINANCE

- PC24/081** The draft minutes of the meeting on 28th May 2024 were noted.

11. REPORTS FROM WORKING GROUPS

a) Transport Working Group

- PC24/082** There was no report.

b) Open Spaces Working Group

- PC24/083** There have been funding applications to National Lottery, Sport England and Community Board for the skatepark. The next meeting will be in the next two weeks.

c) **Sustainability and Biodiversity Group**

PC24/084 Has not met.

d) **Strategic Planning Steering Group**

PC24/085 Has not met

12. OTHER ITEMS

a) **Review of the Strategic and Finance Risk Register**

PC24/086 The register was reviewed, and the higher risks were scrutinised. It was noted that the Council was managing those risks appropriately. It was **RESOLVED** to approve the risk register

b) **Annual Governance and Accountability Return**

PC24/087 Internal Audit - The Internal audit and communications from the internal auditor were reviewed. The letter from the internal auditor explaining why box F, K and L were not covered was noted. The audit observations were reviewed and noted that all but three items were completed, none of which were high risk. It was **RESOLVED** to accept the internal audit report.

PC24/088 Annual Governance Statement - The Annual Governance Statement was reviewed and each of the declarations in boxes 1 to 9 were considered in turn. It was agreed that the Council had complied with each of the statements. The Council **RESOLVED** to approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR) and it was signed by the Chair of the meeting and the Clerk.

PC24/089 Accounting Statements - The Accounting statements 23/24 were reviewed and each of the boxes 1 to 11b were considered. The variances between 2022/23 and 23/24 were explained to Council and questions were answered on the figures. The Council **RESOLVED** to approve the Accounting Statements (Section 2 of the Annual Governance and Accountability Return). The statements, previously signed by the Responsible Finance Officer, were signed by the Chair of the meeting.

PC24/090 The notes to the accounting statements as required by the External Auditor were reviewed and it was **RESOLVED** to approve these for inclusion in the submission to the external auditor

PC24/091 Exercise of Public Rights - The announcement of the period of public rights was reviewed. It was **RESOLVED** that the announcement will be made on the 7th June 2024 and the period of public rights will commence on Monday 10th June 2024 and close on Friday 19th July 2024

c) **Library Click and Collect Service from the Clock Tower**

PC24/092 The Council considered an upgrade to the doorbell system to support the service. It was **RESOLVED** that we offer the service initially on a one month trial basis.

d) **To support a bid to the HS2 Road Safety Fund**

PC24/093 The works were noted and it was **RESOLVED** to support the Dunsmore residents in their bid to upgrade the WEN/14 bridleway. It was noted that the Clerk and Chair would liaise with the Dunsmore residents

e) **Minor Grant Request**

PC24/094 The request was discussed it was noted that electronic versions are popular and the Library could look into that. It was also noted that the Forestry Commission should be supporting the Walk through Wendover Woods leaflet.

PC24/095 It was **RESOLVED** to approve the grant of £1000 to the Wendover Community Library Trust to come out of the minor grants budget using the power of the Local Government Act 1972 s.144, so not to be shown as S137 expenditure. Coded to nominal 4613.

13. DATES OF FUTURE MEETINGS

PC24/096 The next Parish Council meeting 7.30pm on Tuesday 2nd July 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 24th June

14. CLOSURE OF MEETING

PC24/097 As all business was transacted the meeting was closed at 8.30pm

Signed by *Julie Williams*

Chair to the Parish Council

Date: 2nd July 2024

PAYMENTS TO CONSIDER		Jun	Parish Council 04/06/2024
BACS			
Date	To	Amount	Payment for
06/06/2024	PawPrint	£140.40	Printer/Copier Costs
06/06/2024	Val Mayland	£80.00	Cleaning
06/06/2024	Marley Design	£375.00	Web and communications
06/06/2024	Numbers	£72.00	Payroll Services
06/06/2024	St Annes Hall Hire	£60.00	Hire of hall for meetings
06/06/2024	Salaries	£9,608.81	Monthly Salaries Bill
06/06/2024	LGPS	£955.09	LGPS Pension Costs
06/06/2024	HMRC	£3,520.30	Payroll Tax and NI
06/06/2024	PawPrint	£140.40	Printer/Copier Costs - Apr inv (not received)
06/06/2024	PawPrint	£140.40	Printer/Copier Costs - Mar inv (not received)
06/06/2024	Wendover Memorial Hall	£100.00	Hall Hire for HS2 meeting
06/06/2024	George Browns	£46.70	Strimmer line and spool
06/06/2024	M&J Welding	£300.00	Refit and repair broken gates in Ashbrook
06/06/2024	R Wright and Sons	£198.00	Septic tank emptying
06/06/2024	Sign Wizzard	£212.21	Respect the lead signage
TOTAL BACS AMOUNT		£15,949.31	
CARD			
Date	To	Amount	Payment for
26/05/2024	Adobe	£19.97	Acrobat Pro plan
13/05/2024	Lebara Mobile	£5.00	Office mobile phone
02/06/2024	Amazon Marketplace	£64.95	Stihl lubricant for hedge cutters/strimmer
29/05/2024	Amazon Business	£29.98	Gloves and gaiters - estates team
29/05/2024	Amazon Marketplace	£7.49	Plant food
29/05/2024	Amazon Business	£23.99	Copier paper
03/06/2024	Castle Water	£32.82	Manor waste standpipe - 6 monthly bill
21/05/2024	Sweeneys	£9.78	Office supplies
05/05/2024	Wix	£108.00	Welcome to Wendover web/email list
TOTAL Debit Card AMOUNT		£301.98	
DD/SO			
Date	To	Amount	Payment for
3 Jun 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Jun 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 Jun 2024	BE FUELCARDS LTD	£524.81	BP Fuel Card
7 Jun 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
28 Jun 2024	SMART PENSION LTD	£859.02	SMART pension contributions
15 Jun 2024	BG LITE	£31.09	Manor Waste Electricity
15 Jun 2024	BG LITE	£162.64	Clock Tower Electricity
15 Jun 2024	BG LITE	£23.79	Site Safe Electricity
20 Apr 2024	MICROSOFT	£0.00	Microsoft 365 Licenses
17 Jun 2024	CASTLE WATER LTD	£0.00	Clock Tower Water
17 Jun 2024	CASTLE WATER LTD	£0.00	Site Safe Water
17 Jun 2024	BT GROUP PLC	£0.00	Clock tower phone/broadband
5 Jun 2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
TOTAL DD & SO		£2,297.04	
TOTAL PAYMENTS		£18,548.33	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			