

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

7th June 2022

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

Present: Councillors Barnard, Durden-Moore, (Chair) Goodall, Lloyd-Evans, Malleson, Walker, Washington, Williams and Worth.

Clerk: Lynda Baker

Chair: Jo Durden-Moore

Members of Public: 7

1. APOLOGIES FOR ABSENCE

PC22/048 Apologies were received and ACCEPTED from Councillors Ballantine, Bulpett, Gallagher and Standen.

2. DECLARATIONS OF INTEREST

PC22/049 None.

3. MINUTES

Consideration of approval of minutes of the meeting of 3rd May 2022

PC22/050 The minutes were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

PC22/051 A member of the public discussed financial regulations of the Parish Council and referred to a document from approximately 10 years ago which contained perceived good advice for the Council in particular to HMRC and to how, when and where the Parish Council should use VAT. It was **AGREED** that this paperwork would be looked for in the Clock Tower and if required, a review of existing legislation and practices would be held. This would be added as an agenda item to the next Parish Council Finance Meeting.

PC22/ 052 A resident from Lionel Avenue, thanked both the Parish and Buckinghamshire Council for the progress to date in terms of reducing the numbers of cycleway symbols and whilst some of the remaining symbols are still side by side rather than staggered this was an acceptable improvement. The resident raised concern about the standard of work undertaken by the company contracted by Buckinghamshire Council to undertake the cycle path work including the installation of bollards some of which were initially installed upside down. The resident was also concerned that the company seemed to be in a different part of the UK. It was **AGREED** that the Clerk would correspond with Buckinghamshire Council and appropriate Buckinghamshire Councillors to highlight the resident's concerns and report back.

PC22/053 A resident raised a concern about the funding of the Statutory Parking Review and the fact that in the March meeting 8 Councillors abstained from voting regarding the funding of the project, it was **AGREED** that the Clerk / Deputy Clerk would research and speak to the Chair regarding this and report back. (The Parking Review was also discussed as a separate agenda item later in the meeting).

PC22/054 A resident asked about the results of the recent Parish Council HS2 Survey. It was **AGREED** that a copy of the results would be sent by email to the resident. The results are currently with the HS2 Working Group and will be put onto the Parish Council website and an article will be prepared for Wendover News including a link to the survey findings. Another resident commented that the train images on the parish website impeded easy access to the information. It was **AGREED** that Parish Office would review the dimensions of the images or ensure that no train images were used for HS2 updates on the website

PC22/055 A resident commented on the letter the Parish Council sent to the residents of Vinetrees dated 9th May 2022 including a different map being used and that the situation regarding the parking review was still unclear. (The Parking Review was also discussed as a separate agenda item later in the meeting). The resident also commented regarding the Buckinghamshire Council proposed changes at Wendover Community Library. This was **NOTED**. This situation is ongoing, and the Parish Council is in communication with both Buckinghamshire Council and the Friends of Wendover Library.

PC22/056 A resident raised concerns about the Aims and Objectives of the Parking Consultation and raised a concern about the fact that in a previous meeting 8 Councillors abstained from voting. This was **NOTED**.

PC22/057 A resident thanked the Parish Council for hosting The Jubilee Event held on The Witchell on 02/06/2022. They requested for other similar events to be considered in the future. It was **AGREED** that The Clock Tower Team and The Grounds Team should be thanked for all their efforts.

4. CHAIR'S ANNOUNCEMENTS

PC22/058 In relation to the comment P22/057 above, it was **AGREED** that all the Team at The Clock Tower and The Grounds Team should be thanked for all their efforts. *Thanks were given to the residents of Dobbins Lane for supplying the meeting with Jubilee Cup Cakes.*

5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

PC22/ 059 Apologies were received from Councillor Peter Strachan. Cllr. Steve Bowles reported that it was early into Buckinghamshire Council's new financial year. Cllr. Bowles advised that both he and Cllr. Richard Newcombe are keeping their existing portfolios but that Cllr. Strachan has moved to Planning and Regeneration Portfolio. Cllr. Richard Newcombe advised that the Community Board was setting its budget priorities for the year 2022/23, and that the fund will not be as high this year as in previous years. Cllr. Newcombe also advised that there is a webcast presentation (March 2002) mentioning Libraries on the Buckinghamshire Council website.

6. CLERKS REPORT

PC22/060 The Clerks Report was taken as read.

7. REPORTS FROM OUTSIDE BODIES

PC22/061 Wendover and Villages Community Board: The Community Board Budget Overview was **NOTED**. Regarding the Community Board, Buckinghamshire Councillor Richard Newcombe explained the workings of the funding of the Community Board in the previous 2 years to this current financial year. and It was **NOTED** that the Clerk has a meeting later in June with Communities Board Michelle Parker to seek background information and to discuss the application process for this current financial year. A Councillor requested a list of what funding was not agreed. This is **NOTED** for the Clerk to Investigate with the Administrator of the Community Board and to report back.

PC22/062 Climate Action Wendover (CLAW): CLAW are waiting on actions pending from the Parish Council Eco Report Review by the 5 Year Plan Working Group (this was discussed later in the meeting).

8. CORRESPONDENCE

PC22/063 There was no correspondence to consider as this had been included elsewhere in the agenda and accompanying pack.

9. FINANCE & FINANCE COMMITTEE

a) **PC22/064** To consider the list of payments and sign cheques:

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

b) **PC22/065** The **April 2022 I&E, EMR and balance sheet** was **NOTED**. (The timing of the Platinum Jubilee Bank Holidays has delayed May reporting).

c) **PC22/066** The **draft minutes of the Finance Meeting** on 17th May 2022 were **NOTED**. It was **NOTED** that the Committee had reviewed the internal audit and that a recommendation would be discussed with the newly appointed Auditor.

d) **PC22/067** **To consider recommendations from the Finance Committee (Appendix 1)**

(Appendix 1 The Finance Committee would like to RECOMMEND to the Full Council at its June Meeting to reduce the Clock Tower Wall EMR from £25K to £10K to improve the general reserve position). After discussion this was **PROPOSED** by Councillor Robert Goodall and **SECONDED** by Councillor Stephen Worth. 7 Councillors agreed and this is therefore **RECOMMENDED**. (Under exceptional circumstances two members of the public were allowed to comment at this point - One person recommended that we continue dialogue with the present company who are felt to be knowledgeable, and whom are obtaining findings and quotations on the Parish Councils behalf. The other member of the public recommended managing the spend).

10. PLANNING COMMITTEE

To note draft minutes of the meeting on 17th May 2022

PC22/068 The draft minutes were **NOTED**.

12. OTHER MATTERS

(a) **HS2 Working Group**

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

PC22/069 The meeting notes from the Working Group Meeting held on 12th May 2022 were acknowledged. Cllr Ruth Malleson enquired about Mr Murray Cooke joining the Parish Council HS2 Working Group as an additional member of the public to use his mitigation skills. Cllr Julie Lloyd-Evans responded that this had not been resolved at this time and is to be discussed at the next Working Group meeting.

A member of the public was allowed by the Chair to speak and noted that The Parish Council HS2 Working Group and the other Wendover HS2 Mitigation Group appeared to be now completely aligned in terms of their remits. Another member of the public warned about a possible increase in the number of lorries using local roads and cited possible daily increased lorry movements in the Euston area and that this was a situation to watch. A member of the WPC HS2 Working Group advised that also a careful watch needs to be placed upon news around the Water Framework Agreement *Schedule 33* regarding the Aquifer and The Environment Agency and HS2. Also further *Schedule 17* documents were due to be released but these appear to have been delayed until later in the summer.

ii) The response to the letter from sent by Clive Maxwell has been drafted but there was uncertainty as to whether it had been sent. It was **NOTED** the Clerk should obtain a status update regarding this response

letter. (Since the meeting it has been established that this letter has not yet been sent as further drafting is required and alignment with the WG).

(iii) To review the Terms of Reference for the Working Group

PC22/070 It was **AGREED** that the Working Groups aim should be 'To maintain pressure on HS2 to ensure they met their obligations / responsibilities under the Hybrid Bill' and that in section 6. Responsibilities the word 'Parish' should be added after Wendover. It was **NOTED** that the Clerk would action this.

b) Open Spaces Working Group

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

PC22/071 This was deferred until the Parish Council Meeting on 5th July 2022.

ii) To review the terms of reference for the Open Spaces working group.

PC22/ 072 This was deferred until the Parish Council Meeting on 5th July 2022.

iii) To receive an update on the Haddington Close Playpark.

PC22/ 073 It was advised that legal documents relating to the playpark had moved on and that two Councillors had signed some paperwork relating to the sub-underlease for a term of 10 years, this was queried by Councillor Ruth Malleson, who also asked why the equipment chosen was not all wood, making it more environmentally friendly. Councillors were also advised that we had not seen any planning application yet for the 5-metre-high structure. It was **REQUESTED** that the Clerk takes the following **ACTION**:

- a) Obtain an update from MOD/ DC Kaye (our Solicitors).
- b) Review the situation regarding the sub-underlease and update Council.
- c) Check on status of planning application.
- d) Review project timelines.
- e) Check costs of play equipment selected versus cost in wood

Subject to this meeting it has been made clear that the actual lease itself is NOT signed and that was a miscommunication. A complete review of the status of Haddington Close Playpark would take place at the next Full Council meeting.

c) 5 Year Working Group

i) To receive an update and consider any recommendations.

PC22/074 An update was received from Councillor Jo Durden-Moore

ii) To review the terms of reference for the 5-Year working group.

PC22/075 These were reviewed and **AGREED**.

iii) To receive an update on the Manor Waste consultation and consider any actions.

PC22/076 Councillor Durden-Moore gave an update on the proposals for Manor Waste. The Manor Waste legal status was discussed, and 2 members of the public spoke at the Chair's request to share some very useful knowledge going back through the years. The Chair **THANKED** these members of the public for their input and Mr Tom Walsh for his co-operation and input to the proposals to date. The proposed use of the space was discussed including lighting and trees in pots. It was **AGREED** that the criteria for the market should be agreed as supplied and to be created into a policy document. Councillor Malleson was tasked with contacting the Open Spaces Society to gain further insight as to what is permitted on 'common land'. It was **AGREED** by all Councillors that further research work needs to be undertaken by the 5 Year Working Group around the lease and that Council should be updated at the next meeting. Depending on the outcome, it was suggested that a fuller consultation with the public should be undertaken e.g. by taking a WPC stand at the Monthly Produce Market and having an exhibition in the library. Other Wendover Groups e.g. The Wendover Society, Rotary, U3A, Schools, Youth Club etc. should also be approached in a formal capacity in the next round of consultations

iv) PC22/077 It was also **AGREED** that in the coming weeks The Clerk will obtain contact information of the Market Stall Holders from the Market Manager, so the Clock Tower has this information on record in case the Market Manager becomes unavailable.

v) To agree proposed Ward areas for Councillors.

PC22/ 078 The proposed Ward areas were agreed unanimously so this item is **RESOLVED**. The Clerk is to ensure these are **UPDATED** on the Council website as applicable.

vi) To receive recommendations on the outcomes from the recent Eco-Audit.

PC22 /079 It was agreed that the Eco-Audit would be Reviewed by the Working Group and to report back with short, medium and long-term recommendations at the next Full Council meeting.

(d) Speeding & Noise Working Group

i) To receive an update and consider any recommendations.

PC22/080 The update was received.

i) To review the terms of reference for the Noise and Speed Working group.

PC22/081 The Terms of Reference were reviewed, and the Working Group proposes to change its name to make it more relevant. It is now to be known as the Transport Working Group and this and the Terms of Reference were **UNANIMOUSLY AGREED**.

iii) To consider applying for a bypass speed camera via the HS2 Safety Fund.

PC22/082 It was **AGREED** that an application for funding should once again be made to the HS2 Fund which WPC approached before. This is especially considering Buckinghamshire Council's change in stance re speed cameras. This was proposed by Councillor Julie Lloyd-Evans and seconded by Councillor Ruth Malleson. The Clerk is to **ENSURE** the next steps are actioned.

(e) Annual Return 2021/2022

To inspect and approve the Statement of Accounts for 2021-2022, the Annual Governance Statement and sign the Annual Return.

PC22/083 The Deputy Clerk presented the **Annual Governance and Accountability Return** this included the signed statement from the Internal auditor. When referencing the Governance Statement, the Deputy Clerk explained why box 4 had been completed as 'no', it was confirmed that an error was made the previous year with the elector's rights. The ten-day period of 1st July to 10th July had been accounted for, however the 30 day period was not based on working days. An overview was also provided in terms of the variances between 2020/21 and 2021/22. The council considered the Annual Governance and Accountability Return it was **RESOLVED** to accept the AGAR. The Clerk, RFO and Chair signed the Annual Governance and Accountability Return. The Deputy Clerk confirmed that the elector's rights period would commence from Tuesday 28th June through to Monday 8th August 2022.

(f) Standing Orders 2022.

PC22/084 The proposed changes to the Standing Orders were **UNANIMOUSLY AGREED**. The Clerk should **ACTION** these changes.

(g) Parking Consultation

i) Parking Consultation Update

PC22/085 An update on the Parking Consultation was received. Comments about the different maps regarding Vinetrees were **NOTED** and that the Council was awaiting an updated map from Bucks Council. The Clerk has been in contact with John Pateman at Buckinghamshire Council to ensure an update was forthcoming for the next Parish Council Meeting on 5th July 2022.

ii) County Wide Public Consultation

PC22/086 The Countywide Public Consultation which closes on 21st June 2022 was highlighted.

PC22/087 Time approached 09.30 p.m. Councillors discussed the time and Council **VOTED** to continue with the meeting beyond the 2 hours per Standing Orders.

(h) Wendover Community Library

To receive an update on the staffing re-structure and extension.

PC22/088 The information provided in the pack was **NOTED**. The Clerk is hoping to meet with Friends of Wendover Library (FOWL) in early July.

(i) Event Reviews

i) The Annual Parish Meeting

PC22/089 This was held in April at The Chiltern Academy. It was **NOTED** that the Council thanked Mr Paul Coffey at the Chiltern Academy for hosting the event and for being the guest speaker. It was **NOTED** that The Clerk will send a note of thanks to Mr Coffey. It was also **NOTED** that the Council wish to thank both the Clock Tower Team and the Grounds Team for helping to arrange and then attend the meeting.

ii) The Platinum Jubilee Picnic Event

The Chair thanked all The Clock Tower Team, The Grounds Team, Councillor Sheila Bulpett and Councillor Stephen Worth for their input into ensuring this was such a successful event. It was **NOTED** that feedback about the event had been extremely positive. To consider closing the Project Status Report - This item to agree costs and close the Project Status Report (PSR) is **MOVED** to the meeting agenda on 05/07/2022.

(j) Councillors Communication

i) Emails

PC22/ 090 Councillors **AGREED** that they will check their Parish email addresses of a minimum of twice per week (e.g. Monday and Thursday).

ii) WhatsApp Group

PC22/ 091 Councillors **AGREED** that they are willing for their mobile phone numbers to be part of a 'Full Council Text Contact Group' so the Parish Office may relay urgent information to them all at any one time. (This agreement is sought because although the office has everyone's mobile numbers, it means sharing phone number information with all participants, and agreement to this is required). This WhatsApp Group will only be used as an instruction to urgently read an email and will be controlled by The Clerk. It is not for the purpose of Chat.

13. DATES OF FUTURE MEETINGS

P22/092 To note the next Parish Council meeting Tuesday 5th July 2022, 7.30 p.m. at the **MS Chiltern Centre**.

14. 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.

PC22/093 The Council moved into closed session to be updated on the complaint regarding the HS2 Working Group. The hearing relating to this complaint is on Tuesday 14th June 2022 at 7.00 p.m. at Wendover Community Library.

15. CLOSURE OF MEETING

PC22/094 As all business was transacted the meeting was closed at 9.50 p.m.

Signed by *Sheila Bulpett*

Chair to the Parish Council

Date Tuesday 21st June 2022.