



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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PARISH COUNCIL MEETING AGENDA

6th June 2023 at 7.30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Membership: Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, Standen, Thornton, Walker, Washington, Williams and Worth.

To all Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

2) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3) MINUTES

Consideration of approval of minutes of the meeting on 2nd May 2023.

4) CHAIR'S ANNOUNCEMENTS

5) PUBLIC PARTICIPATION - *A maximum of 3 minutes per speaker will be allowed.*

The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later.

Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

6) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS

7) CLERKS REPORT & CORRESPONDENCE

8) FINANCE AND PAYMENTS

- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
- b) To receive the latest I&E reports, EMR reports and Balance Sheet

9) REPORTS FROM MEETINGS WITH OUTSIDE BODIES

- a) HS2 Working Group
- b) Chiltern Hub
- c) Wendover Business Group

10) REPORTS FROM STANDING COMMITTEES

a) PLANNING

- i) To note the draft minutes of the meeting on 16th May 2023

b) FINANCE

- i) To note the draft minutes of the meeting on 16th May 2023

11) REPORTS FROM WORKING GROUPS

a) Community Action Plan Working Group

To receive an update from the CAP working group

b) Transport Working Group

To receive an update from the Transport working group.

12) OTHER ITEMS

a) Annual Governance and Accountability Return 2023

To inspect and approve the statement of accounts for 2022/23, the annual Governance Statement all statements for the external auditor and to sign the returns.

- i) Annual Internal Audit Report – to inspect the internal audit report and supporting paperwork and approve the internal audit report.
- ii) Annual Governance Statement – to inspect and approve the annual governance statement.
- iii) Accounting Statements – to inspect and approve the Accounting Statements for 2022/23 including the variances and a bank reconciliation as at 31st March 2023.
- iv) Exercise of public rights – to note that the announcement of electors' rights will be made on 9th June 2023 and that it will commence on Monday 12th June 2023 and close on Friday 21st July 2023

b) Cricket Club

- i) Changes to the ground - To consider a request by the Cricket Club to make changes to the land they rent before applying for planning permission. The changes include upgrades the nets and create a small store for their grass cutting equipment.
- ii) Money raised from the coronation event – to note the amount raised by stallholders at the event and consider donating the amount raised to the Cricket Club.

2) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 4th July 2023

3) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk to the Council

Date: 31st May 2023

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

2nd May 2023 at 7:00pm

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

Present: Councillors Ballantine, Gallagher, Goodall, Standen, Walker, Washington, Williams and Worth.

In attendance: Buckinghamshire Councillor Strachan and Bowles. Apologies were received from Councillor Newcombe.

Absent: Councillor Lloyd-Evans

Clerk: Andy Smith

Chair: Cllr Williams

Members of Public:

1. ELECTION OF CHAIR

PC23/001 Cllr Williams was proposed and ELECTED unanimously

2. ELECTION OF VICE CHAIR

PC23/002 Cllr Gallagher was proposed and ELECTED unanimously

3. APOLOGIES FOR ABSENCE

PC23/003 Apologies were received and **ACCEPTED** from Cllr Thornton and apologies for being late were **ACCEPTED** from Cllr Gallagher.

4. DECLARATIONS OF INTEREST

PC23/004 None were declared

5. MINUTES

PC23/005 The minutes of the Parish Council of 4th April 2023 were considered and a minor amendment made and initialled by the chair. They were **RESOLVED** as a true record and signed by the Chair.

6. PUBLIC PARTICIPATION

PC23/006 A member of the public outlined the need to get people involved with the work of the Council. They had made comments in the consultation on the Manor Waste and wanted reassurance that nothing would proceed without engaging with the Thursday market. It was suggested that you can read the consultation questions in different ways. The member of the public suggested that the rights on the Thursday Market should be permanent. It has been successful, and we don't want to change success. Any changes should be discussed with the public and it would be of benefit to the council to do that.

The member of public continues that they wanted to raise an issue about who to speak to on the council as had been told in the past that he couldn't speak to councillor. This issue had been brought to the attention of Council in the Clerks report. It was noted by the Clerk that sometimes it is better to talk to the Clerk as normally they can direct the issue to the right place more effectively, but people are welcome to talk to anyone on Council who they feel

comfortable talking to. It was further noted by the Clerk that the Council email addresses were being added to the website as an additional way to get in touch.

The member of public was thanked for their contribution

7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

- PC23/007**
- Top of the agenda is pot holes, trying to get on top of the pot holes, the rain and cold were particularly bad this year so trying to get through the backlog.
 - There is a new contract and Highways Bucks is now in existence.
 - Asked for the priority potholes from Parish and they are going to help with the prioritisation. The repairs have been ordered for the library road
 - HS2 have had written questions about the aquafer and other current issues and they have now replied.
 - Bucks Council were aware of the contentious application for the planning permission of Coombe Lodge change of use and they reassured that Bucks Council will give it the proper scrutiny.
 - The Parish Councillors asked about S106 money for those developments and Cllr Strachan stated that the development was still at a very early stage but invited the council to communicate via email.

8. CLERKS REPORT & CORRESPONDENCE

- PC23/008** The report was noted.

9. FINANCE AND PAYMENTS

- a) **PC23/009** The payments to consider, totalling £7,924.45, were **RESOLVED** and signed.
- b) **PC23/010** The financial reports were noted. It was further noted that the internal audit was completed on Friday 28th April with no concerns for the AGAR. The Council will have a small budget surplus for this financial year in line with expectations.
- c) **PC23/011** The assets that were acquired and disposed of over the year were noted. It was further noted that an audit of all of the assets will be made over May and reported to the June Council.
- d) **PC23/012** The end of year process was noted.

10. SUBSCRIPTIONS

- PC23/013** The list of subscriptions were **RESOLVED** to be accepted. Council requested further details on the membership benefits of CPRE and the Open Spaces Society.

11. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) Wendover Action Group (Community Car)

- PC23/014** The suggestion to change the name of the group to Community Car was brought up. However, it is not straightforward to change the name however they will be "trading as" Wendover Community Car.

b) Forestry England

- PC23/015** Cllr Walker met to get an update on the Aston Hill bike park. Forestry England have found extensive Ash die back on the park and footpaths around so have had to do extensive work to

make it safe. However, locals have been shocked at the level of clearance that has gone on and the state of the ground. The damage has been caused because of the nature of the land and the vehicles that were required to access the trees the land is also in a bit of a state. The damaged land does include the ridgeway.

Forestry England are now putting together a tender document for parties who want to take on the bike park and return the land back to use as a bike park. Cllr Walker would like the Parish Council to be involved as a stakeholder in the area as it does serve the needs of many people in the Parish.

c) Wendover Community Library

PC23/016 The library team would like to present to the next Parish Council. They are holding a meeting with businesses in Wendover on the 29th June to try and engage with them to sponsor elements of the design.

12. REPORTS FROM STANDING COMMITTEES

a) PLANNING

PC23/017 The draft minutes of the meeting on 4th and 18th April 2023 were noted

13. REPORTS FROM WORKING GROUPS

a) HS2 Working Group

PC23/018 It was **RESOLVED** that Councillor Walker act as a liaison point for HS2 issues

b) Wendover Community Action Plan Working Group

PC23/019 The proposal from the working group was considered and it was felt that the right balance and tone needed to be struck as the Manor Waste was not a business. There was further concern about structural changes such as the lighting and café seating. It was noted that the questionnaire was a consultation and not a referendum and that there was no need to rush into any changes. Again, it was reaffirmed that we should honour the local history, including the name "Manor Waste" as it is unique and adds to the character. The working group would consider next steps before bringing back to Council.

c) Transport Working Group

PC23/020 The group have been working with Bucks Council on EV charging. There has been funding received to work on a pilot in Wendover which include gullies for pavements (to run cables safely within pavements), lamppost charging and other EV charging issues. The Wendover News advertised expressions of interest for those people without a driveway who would like an EV charging point. They would like to pilot with at least 10 residents. It is set to be a 2-year project.

14. COMMITTEES AND WORKING GROUPS

a) Amenities Committee

PC23/021 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The membership of the Committee is as follows: Cllrs Ballantine, Standen, Walker, Washington, Worth. Ex Officio – Cllrs Williams, Gallagher

b) Complaints Committee

PC23/022 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The membership of the Committee is as follows: Cllrs Ballantine, Goodall, Walker, Washington.
Ex Officio – Cllr Gallagher

c) Finance Committee

PC23/023 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The membership of the Committee is as follows: Cllrs Goodall, Walker, Worth. Ex Officio – Cllrs
Williams, Gallagher

d) Planning Committee

PC23/024 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The membership of the Committee is as follows: Cllrs Ballantine, Standen, Walker, Worth. Ex
Officio – Cllrs Williams, Gallagher

e) Staffing Committee

PC23/025 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The membership of the Committee is as follows: Cllrs Ballantine, Thornton, Washington. Ex
Officio – Cllrs Williams, Gallagher

f) Transport Working Group

PC23/026 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The Council representatives are as follows: Cllrs Goodall and Walker

g) Wendover Community Action Plan Working Group

PC23/027 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The Council representatives are as follows: Cllrs Lloyd-Evans and Washington

h) Open Space Working Group

PC23/028 The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:
The Council representatives are as follows: Cllrs Standen, Walker, Washington, Worth

15. REPRESENTATIVES TO EXTERNAL BODIES

PC23/029 **RAF Halton Stakeholders** – Cllr Worth

Community Board – Cllrs Gallagher and Worth

BMKALC – Cllrs Gallagher and Williams

Lionel Abel Smith Trust – Sheila Bulpett will continue in this role Cllr Williams will liaise with
Sheila

Wendover Action Group - Community Car – Cllr Williams

Wendover Canal Trust – Cllr Standen

St Marys Churchyard Care – Cllr Washington

Wendover Community Library – Cllrs Williams and Worth

Wendover Memorial Hall – Cllrs Ballantine and Worth

Climate Action Wendover – Cllr Standen

Christmas Lights – Cllrs Thornton and Washington

Wendover Business Group – Cllr Worth

Wendover and Villages Ukraine Support – Cllr Ballantine

Wendover Warm Welcome – Cllrs Gallagher and Williams

16. GENERAL GOVERNANCE

- a) **PC23/030** The Standing Orders were **RESOLVED** to be accepted. It was noted that the update sheet should be checked and amended as required.
- b) **PC23/031** The Financial Regulations were **RESOLVED** to be accepted with one amendment as follows:
1.8 – The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The *Clerk* has been appointed as RFO for this Council and the regulations will apply accordingly
- c) **PC23/032** It was noted that the Council does not have the General Power of Competence and that our budgeted S137 expenditure is well below our limits. The clerk will forward the powers of councils to all councillors **for note**.

17. OTHER ITEMS

- a) **PC23/033** The update on the progress of the Coronation Event was noted.

18. DATES OF FUTURE MEETINGS

- PC23/034** To note the next Parish Council meeting Tuesday 6th June 2023

19. CLOSURE OF MEETING

- PC23/035** As all business was transacted the meeting was closed at 8.42pm

Signed by
Chair to the Parish Council

Date: Tuesday 6th June 2023

PAYMENTS TO CONSIDER

May Parish Council 2nd May 2023

Cheques

Date	To	Amount	Payment for
		TOTAL CHEQUE AMOUNT	£8.00

Petty Cash

Date	To	Amount	Payment for
		TOTAL Petty Cash AMOUNT	£8.00

BACS

Date	To	Amount	Payment for
	PawPrint	£140.40	Photocopier monthly cost
	Buckinghamshire Council	£334.16	Additional dog waste bin install for PMG
	ESTS Ltd	£3,600.00	Outstanding balance on completion of cess pit install
	Maney design	£375.00	Web and design work (timesheet now costcentred out)
	Val Mayland	£80.00	April cleaning - clocktower
	St Annes Hall	£90.00	St Annes April Hire
	Rialtas	£649.24	Software support for finance and asset system
	Best Kept Village	£23.00	Entry into Best Kept Village competition
		TOTAL BACS AMOUNT	£5,453.80

CARD

Date	To	Amount	Payment for
19/04/2023	Tesco	£21.20	APM Refreshments - drinks
18/04/2023	Elliens Flowers	£70.00	Flowers for Councillors Leaving
18/04/2023	Artichoke	£102.95	Thank you gift for Chair
27/04/2023	Post office	£150.00	3winners prizes for Easter competitions
26/04/2023	Enterprise Skip Hire	£420.00	Clearance of allotments - hogtrough
26/04/2023	Ash Service Station	£101.28	BP Garage no fuel and then cash only - needed fuel
23/04/2023	Chiltern View Nursery	£100.00	Top soil to repair the fire burn damage
24/04/2023	Land Registry	£13.00	Various land searches for owner of library access road
11/04/2023	Amazon	£73.98	Hot Water Tea Urn
14/04/2023	Amazon	£7.28	Fountain pen ink cartridges
18/04/2023	Amazon	£14.98	Wireless presentation clicker
18/04/2023	Amazon	£3.69	suger sachets APM
18/04/2023	Amazon	£90.31	Coffee Sachets APM
18/04/2023	Amazon	£6.09	Coffee Stirrers APM
19/04/2023	Amazon	£18.65	Bamboo eco take away cups APM
23/04/2023	Amazon	£119.99	Grass seeds to replace burn mark at Ashbrook
		TOTAL Debit Card AMOUNT	£1,315.34

DD/50

Date	To	Amount	Payment for
3 May 2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 May 2023	LEX AU/LEASE	£444.29	Hilux lease agreement
5 May 2023	CASTLE WATER LTD	£3.75	Site Safe Water
17 May 2023	BG LITE	£43.63	Manor Waste Electricity
17 May 2023	BG LITE	£340.83	Clock Tower Electricity
20 May 2023	MICROSOFT	£81.00	Microsoft 365 Licenses
28 May 2023	CASTLE WATER LTD	£14.61	Clock Tower Water
5 May 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
		TOTAL DD & 50	£1,155.31
		TOTAL PAYMENTS	£7,924.45
		COUNCIL MINUTE NUMBER	SIGNED BY COUNCILLORS:



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

Canal Towpath Upgrade

There have been difficulties in getting access to the towpath through Walnut Tree Meadow to make the towpath repairs. The land is owned by Bucks Council and managed by a land management agency that initially wanted to charge a commercial rental by the hour for the access to the towpath. Thankfully, between the Parish Council and the Wendover Canal Trust we were able to arrange access for no fee and this means the towpath is now accessible for the upgrade works in the coming months. Further research into the land on the land registry shows it was sold to Bucks Council in 2004 and there are restrictions regarding access to cables and pipes for services that cross the field.

Walnut Tree Meadow and Ivy

There has been a separate enquiry into Walnut Tree Meadow from a resident who was concerned that it may be acquired to build on. The details from the land registry were passed onto the resident. The resident is also incredibly concerned about the destructive power of ivy and wants the council to have an aggressive policy on its removal. Currently it is left to the discretion of the Estates Team guided by any expert tree reports, commissioned on an annual basis. There are differing opinions on ivy in that some feel it is valuable habitat for insects and birds and that it only causes damage to already weakened trees (as stated by the RHS). After letting the Chair of Amenities know about the issue there is no reason to review the current situation which is risk led with operational decisions being made on the basis of tree reports and on site assessment by the Estates and Grounds Staff.

Old Tring Road

We have had a follow up message from an Old Tring Road resident about the speeding on that bit of road and I can attest that I am very cautious when I am going up to Princess Mary Gate because of the speed and belligerence of cars coming from that direction. In this case they reported a crash that had occurred with a parked car (hit and run). The resident was urged to report all incidents to the TVP non-emergency online reporting tool and encourage neighbours to do the same.

Local Authority Treescapes Fund

We are supporting CLAW to make a bid to the fund and I am collating information to put into the application form. Unfortunately the fund is not able to pay for trees to be planted in verges even if they are a like for like replacement for a tree that has been lost in the past.

Freedom Parade

The office have been working hard to make sure the RAF freedom parade on Sun 25th June runs successfully. It should be a wonderful event and it is followed by a reception for Councillors and invited guests. We have got a company to handle the road closures on the day and working with the RAF Police we hope to keep the road closure to the absolute minimum by only closing sections that are in use. Because of the sheer volume of people who come out to watch the parade (particularly around the High Street and Manor Waste we are asking if any councillors would like to don the "Hi Vis Vest of Power"! and just monitor crowds to see if they are spilling onto the road and help with moving road signs. We will probably also need help ensuring the drinks and snacks are all set up in time for the reception afterwards.

Grass Cutting



It is fair to say that the one main issue coming through in the correspondence, social media and email is grass cutting. The Estates team had to manage a difficult start of the year with the weather making it too wet to cut, delaying a lot of the first cuts. There was a compounding issue with the grass they were cutting being longer than normal. Whilst the team do clear up the cut grass, it is still possible for it to blow around in windy conditions and more so the longer the grass is that has been cut.

We have further had to deal with the mower cutting deck needing replacement flails and the main strimmer breaking down. These issues are now resolved and thanks to a lot of additional work by the team to get on track with this.

There have been direct complaints by some residents about the grass cuttings being left on the path and additional complaints about making a mess on people's cars. The first of these issues is about how the team approach the cutting. They do a cutting circuit then come back and do a clean and blow dry! For example, we got complaints about Dobbins Lane paths being covered in grass, but this was resolved by the time the residents had emailed me, I had checked with the estates team and then I replied to the two residents. Sadly, we didn't get an apology from the residents for being very quick to judge!

With grass on vehicles, this is largely happening where vehicles are parked inappropriately or parking in bays that are large enough to park away from the grass but not choosing to do so. I feel that the late cuts and longer grass are exacerbating the problem and we are working on solutions with residents where best we can. For example, parking away from the grass or the team using the mower instead of strimmer where possible.

We equally get comments on social media and into the office that we should just stop mowing all our grass and allow it to become wildflower meadow. We are looking into the viability of this. Where we own the spaces, we are doing what we can by leaving borders around fences and hedges but these are public open spaces and there is a limit what can be done.

The main issue comes with grass cutting we do for Bucks Council. A lot of the cutting is along the highways and Bucks Council specify a minimum number of cuts per year and there is concern about the visibility for drivers along the highways.

Finally, a proper wildflower meadow will require at least scarifying the grass or rotavating before planting the right seed mix for the conditions and in some instances a layer of topsoil. This is time, cost, and labour intensive and will involve a change in our devolved services contract but is still something we are looking into.

Electricity Bills for Site Safe

As has been previously reported, when we switched supplier the opening meter reading for the new meter did not reach the new supplier. This issue is still rumbling on and I now seem to be getting weekly phone calls which promise it will be sorted and do I want to drop the formal complaint. We are currently not paying anything for the site safe. Whilst we have accrued for a reasonable bill in last years accounts if it is not resolved in the next two weeks I will compile my case notes and escalate the complaint to OfGEM as we are well beyond the 8 weeks requirement.

Anti-Social Behaviour (ASB)

We are going through a period of heightened ASB and vandalism in our open spaces. Given the reports on social media, observations from members of Parish Council Staff and reports to the Estates Team it does seem to be coming from the same group of teenagers. The total group when it is in one place is quite large at about 20 young people. Currently the issues are:

- Abuse directed towards members of public in our open spaces
- Fires – Fires have been started mainly around Witchell and Hampden - in the "bus shelter", in bins and on picnic tables

- Damage to brickwork – damage to the brickwork of the “bus shelter” with bricks being knocked out.
- Damage to the floor slabs of the “bus shelter”. The floor is raised up on a brick support/foundation and one of the slabs has been smashed through to reveal the floor below (see photo)
- Attempts to gain access to the shed in the bus shelter (see photo).
- Increased Graffiti.



This is happening on multiple occasions and naturally has escalated with the better weather and school half term holiday. It must be borne in mind that this is a stressful time for young people as they prepare for and take their exams. However, the estates and grounds team have identified the situation as being particularly bad this year.

We are investigating what we can do practically to reduce the opportunity for these instances, but in reality, this is a police issue and we are liaising with them.

CILCA

I have now attended the course that covers the first unit. The courses support the qualification but are separate. I have become a member of the SLCC to access their resources and support materials and I will need to register with the SLCC CiLCA separately to officially start the course. From registration on the course I will have 12 months to complete so I am waiting until I complete more training courses to give me maximum time to complete, in case if I have any issues. If any councillors would like to view my portfolio with all of the learning objectives they are more than welcome as it may highlight some of the key areas of the Clerk/RFO role.



Damage to property from hedge works at Princess Mary Gate (PMG)

A resident complained about damage to their property from people undertaking groundworks on the PMG estate. Their window had been smashed by flying debris. We confirmed that no Wendover Parish Council staff were working on the estate at the time and have helped signpost other organisations that could have been working on the estate. This does highlight the issue that residents face with multiple organisations involved in the maintenance of the estate. I will be looking into whether we can compile a communication to residents of who performs which task and how to report issues.

Website

Check out the new look councillors page – again restructured for phone use and easier to maintain. If anyone wants to update their photo just send me a new one in.

[Team \(wendover-pc.gov.uk\)](http://Team(wendover-pc.gov.uk))

Potholes

Potholes are slowly being progressed and we are pleased to announce that the road to the library car park was repaired. Unfortunately, they chose a Thursday to complete the repairs and this generated further comments. We have not had any comments into the office from residents this month relating to potholes so hopefully this issue will be completely resolved soon

Allotments

There has been a little churn in the residents which has necessitated a lot more clearance and maintenance of the allotments than is normal. For example we have had to clear a lot of old plate glass from a defunct greenhouse and a rotten shed which means we are now considering that for future tenancies we will require a completely clear plot at the end of the tenancy. For example, if a new tenant takes over a “shed” from a previous tenant then the new tenant must clear the shed at the end of their tenancy if the next tenant does not want to take it over.

Best Kept Village

Judging will take place in either June or July and the team and local stakeholders are fully informed. So now it is “fingers crossed”.



Councillor Recruitment



**Do you care about Wendover?
Do you like being part of a community?
Are there things you want to change?**

BECOME A WENDOVER PARISH COUNCILLOR

**We have 2 seats available on the Parish Council that
can now be filled by co-option*.**

**Instead of there being a by-election it will be the current Councillors who will choose
between applicants for the remaining seats.*

Anyone wishing to put their name forward must contact
Wendover Parish Council:

Andy Smith

Clerk to the Council

The Clock Tower

High Street, Wendover

HP22 6DU

01296 623056

clerk@wendover-pc.gov.uk

*To apply and further details please fill in
the form on the webpage*

www.wendover-pc.gov.uk/co-option

*Look out for drop in sessions to ask the
councillors questions if you are interested*

**Deadline for applications: 4pm on Wed
21st June 2023.**

**Applicants should be able to attend the Parish
Council Meeting on Tuesday 4th July at 7.30pm.**

Detailed Income & Expenditure by Budget Heading 30/05/2023

Month No: 2

Cost Centre Report

DOES NOT INCLUDE P.I.C. FOR THE JUN MEETING.

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	453	1,482	1,630	148			90.9%	
1005 Charter Fair	0	0	220	220			0.0%	
1010 Cricket Club Lease	0	0	300	300			0.0%	
1021 Markets - Local Produce	18	193	2,000	1,808			9.6%	
1022 Markets - Weekly Market	0	888	10,660	9,772			8.3%	
1030 Other Rental (Ashbrook)	50	100	2,045	1,945			4.9%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
Amenities Income :- Income	521	21,861	37,597	15,736			58.1%	0
Net Income	521	21,861	37,597	15,736				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	200	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	0	0	6,000	6,000		6,000	0.0%	
4109 Promo Materials	131	131	500	369		369	26.3%	
4110 Entertainment & Events ex s137	1,197	1,368	5,000	3,632		3,632	27.4%	
4112 Floral Display	0	0	5,000	5,000		5,000	0.0%	
4122 Markets - Local Produce	0	0	500	500		500	0.0%	
4124 Markets - Business Rates	90	178	1,500	1,322		1,322	11.9%	
4125 Markets - Water	0	0	50	50		50	0.0%	
4126 Markets - Electric	42	42	300	258		258	13.9%	
4130 Quiz	0	0	100	100		100	0.0%	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	0.0%	
Events Expenditure :- Indirect Expenditure	1,660	2,231	21,950	19,719	0	19,719	10.2%	0
Net Expenditure	(1,660)	(2,231)	(21,950)	(19,719)				
130 Highways Expenditure								
4200 Bus Shelters	0	0	750	750		750	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
Highways Expenditure :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	0	(3,750)	(3,750)				

Detailed Income & Expenditure by Budget Heading 30/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	1,025	1,025	13,000	11,975		11,975	7.9%	
4305 Maintenance	282	282	7,000	6,718		6,718	4.0%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<u>1,308</u>	<u>1,308</u>	<u>28,500</u>	<u>27,192</u>	<u>0</u>	<u>27,192</u>	<u>4.6%</u>	<u>0</u>
Net Expenditure	<u>(1,308)</u>	<u>(1,308)</u>	<u>(28,500)</u>	<u>(27,192)</u>				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	278	278	2,050	1,772		1,772	13.6%	
4405 Maintenance - Fences, etc	29	29	1,500	1,471		1,471	1.9%	
4410 Maintenance - Groundworks	0	53	5,000	4,947		4,947	1.1%	
4415 Maintenance - Inspections, etc	0	0	1,800	1,800		1,800	0.0%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	0	2,500	2,500		2,500	0.0%	
4418 Tree Inspections	0	0	1,800	1,800		1,800	0.0%	
4421 Orchard Maintenance	721	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	400	825	10,000	9,175		9,175	8.2%	
4430 Mower Maintenance	0	0	2,000	2,000		2,000	0.0%	
4440 Play Equip - Repairs & Maint	0	0	8,000	8,000		8,000	0.0%	
4450 Premises - Garage Rent	135	270	1,620	1,350		1,350	16.7%	
4455 Premises - SiteSafe Electrics	0	(250)	200	450		450	(125.0%)	
4460 Premises - SiteSafe Rates	80	80	0	(80)		(80)	0.0%	
4465 Premises - SiteSafe Water, etc	6	12	300	289		289	3.8%	
4475 Misc - Fuel	245	330	3,000	2,670		2,670	11.0%	
4480 Misc - Materials & Tools	127	127	2,500	2,373		2,373	5.1%	
4481 Machinery/Tool Service Repair	0	0	3,500	3,500		3,500	0.0%	
4485 Misc - Protective Clothing	0	0	400	400		400	0.0%	
4490 Misc - Refuse Bins	134	144	1,200	1,056		1,056	12.0%	
4495 Misc - Sundries Recreation	34	49	1,000	951		951	4.9%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<u>2,190</u>	<u>2,669</u>	<u>50,970</u>	<u>48,301</u>	<u>0</u>	<u>48,301</u>	<u>5.2%</u>	<u>0</u>
Net Expenditure	<u>(2,190)</u>	<u>(2,669)</u>	<u>(50,970)</u>	<u>(48,301)</u>				
<u>200 Finance & General Income</u>								
1205 Witcheil Trust Grant	0	0	200	200			0.0%	
1210 Interest Received ex Deposits	0	0	2,000	2,000			0.0%	
1215 Miscellaneous Income	268	268	0	(268)			0.0%	
1250 Precept Received	0	179,539	359,078	179,539			50.0%	

Detailed Income & Expenditure by Budget Heading 30/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1266 VAHT Streetlight Income	0	203	600	397			33.8%	
Finance & General Income :- Income	<u>268</u>	<u>180,010</u>	<u>361,878</u>	<u>181,868</u>			<u>49.7%</u>	<u>0</u>
Net Income	<u>268</u>	<u>180,010</u>	<u>361,878</u>	<u>181,868</u>				
<u>220 Finance & General Expenditure</u>								
4496 Professional Support (HS2 etc)	0	0	2,000	2,000		2,000	0.0%	
4550 Communications - Publicity	3,838	4,194	5,750	1,556		1,556	72.9%	
4555 Communications - Website	169	525	1,500	975		975	35.0%	
4560 Financial - Bank Charges	0	32	580	548		548	5.5%	
4565 Financial - Fees - Audit	395	(945)	2,300	3,245		3,245	(41.1%)	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	0.0%	
4575 Financial - Insurance	0	0	5,940	5,940		5,940	0.0%	
4580 Financial - Software	566	566	800	234		234	70.8%	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	(69.8%)	
4615 Office - Broadband/Tel/Fax	115	304	1,600	1,296		1,296	19.0%	
4620 Office - Copier	117	117	1,750	1,633		1,633	6.7%	
4621 Office - Equipment - Expend	157	381	5,500	5,119		5,119	6.9%	
4625 Office - Equipment Capital	0	0	1,000	1,000		1,000	0.0%	
4630 Office - Postage & Stationery	13	77	500	423		423	15.3%	
4640 Office - Testing - Electrical	0	0	75	75		75	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	325	325	2,000	1,675		1,675	16.2%	
4655 Office - Utilities - Water	0	15	150	135		135	9.9%	
4660 Property Mgt - Clock Tower	0	160	2,000	1,840		1,840	8.0%	
4665 Property Mgt - Manor Waste	15	15	1,000	985		985	1.5%	
4670 Property Mgt - SiteSafe	0	0	5,000	5,000		5,000	0.0%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,224	2,000	776		776	61.2%	
4690 Misc - Chairman's Expenses	0	233	1,200	967		967	19.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	50	100	1,200	1,100		1,100	8.3%	
4700 Misc Sundry Expenses Finance	39	65	500	435		435	12.9%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	0	3,000	3,000		3,000	0.0%	
Finance & General Expenditure :- Indirect Expenditure	<u>5,799</u>	<u>6,829</u>	<u>51,245</u>	<u>44,416</u>	<u>0</u>	<u>44,416</u>	<u>13.3%</u>	<u>0</u>
Net Expenditure	<u>(5,799)</u>	<u>(6,829)</u>	<u>(51,245)</u>	<u>(44,416)</u>				

Detailed Income & Expenditure by Budget Heading 30/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 Grants out - S137								
4585 Grant-Churchyard Care-NOT137	7,000	7,000	7,000	0		0	100.0%	
4586 Grants Out - Wendover Youth Ce	0	0	7,000	7,000		7,000	0.0%	
4590 Grants Out - Major	15,000	15,000	15,000	0		0	100.0%	
4611 Grants Out - Minor	0	0	5,000	5,000		5,000	0.0%	
Grants out - S137 :- Indirect Expenditure	22,000	22,000	34,000	12,000	0	12,000	64.7%	0
Net Expenditure	(22,000)	(22,000)	(34,000)	(12,000)				
320 Staffing								
4800 Staffing - Amenities - Wages	5,682	10,920	71,563	60,643		60,643	15.3%	
4801 Staffing - Amenities - NIC	575	1,089	6,580	5,491		5,491	16.5%	
4802 Staffing - Amenities-Pension	801	1,539	10,193	8,655		8,655	15.1%	
4810 Staffing - F&G - Wages	6,007	12,013	97,586	85,573		85,573	12.3%	
4811 Staffing - F&G - NIC	625	1,249	8,952	7,703		7,703	14.0%	
4812 Staffing - F&G - Pension	293	586	6,196	5,610		5,610	9.5%	
4816 Staffing F&G Student Loan	35	70	0	(70)		(70)	0.0%	
4845 Payroll Charges	60	60	750	690		690	8.0%	
4855 HR Consultancy Fees	0	0	3,500	3,500		3,500	0.0%	
4860 Training Staff & Cllrs	0	90	3,000	2,910		2,910	3.0%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	15	30	240	210		210	12.5%	
Staffing :- Indirect Expenditure	14,092	27,645	209,060	181,415	0	181,415	13.2%	0
Net Expenditure	(14,092)	(27,645)	(209,060)	(181,415)				
980 Amenities Reserves								
9126 EMR - New Cesspit Ashbrook	3,000	6,000	0	(6,000)		(6,000)	0.0%	6,000
Amenities Reserves :- Indirect Expenditure	3,000	6,000	0	(6,000)	0	(6,000)		6,000
Net Expenditure	(3,000)	(6,000)	0	6,000				
6000 plus Transfer From EMR	3,000	6,000						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	789	201,871	399,475	197,604			50.5%	
Expenditure	50,048	68,681	399,475	330,794	0	330,794	17.2%	
Net Income over Expenditure	(49,259)	133,190	0	(133,190)				
plus Transfer From EMR	3,000	6,000						
Movement to/(from) Gen Reserve	(46,259)	139,190						

30/05/2023

Wendover Parish Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 30/05/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	2,834	
200	Current Bank Account	34,110	
202	Flagstone	351,216	
	Total Current Assets		388,363
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,684	
	Total Current Liabilities		1,684
	Net Current Assets		386,680
	Total Assets less Current Liabilities		386,680
	<u>Represented by :-</u>		
300	Current Year Fund	133,190	
310	General Reserves	129,990	
346	Clock Tower Fountain and Wall	15,000	
347	Site Safe Cladding EMR	6,500	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	10,000	
362	New Cesspit Ashbrook	4,000	
363	Christmas Lights EMR	10,000	
364	Climate Action EMR	5,000	
	Total Equity		386,680

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Ear Marked Reserves	0.00		0.00
321 Witchell C/Park Hedge EMR	0.00		0.00
322 Foothpath Ashbrook EMR	0.00		0.00
323 Playground Improvements EMR	0.00		0.00
324 Streetlights EMR	0.00		0.00
325 Adult Fitness Equipment EMR	0.00		0.00
326 Neighbourhood Planning EMR	0.00		0.00
327 Clock Tower EMR	0.00		0.00
328 Highway Trees	0.00		0.00
329 Manor Waste EMR	0.00		0.00
330 Witchell Car Park EMR	0.00		0.00
331 Wildflower EMR	0.00		0.00
332 HS2 Research & Evidence EMR	0.00		0.00
333 Wendover App EMR	0.00		0.00
334 Christmas Event EMR	0.00		0.00
335 Heron Path Railings Instal EMR	0.00		0.00
336 White Entry Point Gates EMR	0.00		0.00
337 War Memorial EMR	0.00		0.00
338 Hampden Pond EMR	0.00		0.00
339 RAF Freedom Parade EMR	0.00		0.00
340 Clock Tower Window Screen	0.00		0.00
342 Heron Path EMR	0.00		0.00
343 Library Noticeboard EMR	0.00		0.00
344 Community Info Boards EMR	0.00		0.00
345 Clock Tower Clock Repairs EMR	0.00		0.00
346 Clock Tower Fountain and Wall	15,000.00		15,000.00
347 Site Safe Cladding EMR	6,500.00		6,500.00
348 Waste Bin Replacment EMR	0.00		0.00
349 CAW Trees EMR	0.00		0.00
350 Parking Review EMR	0.00		0.00
351 GNS Wardens Event EMR	0.00		0.00
352 COVID Crisis Fund EMR	0.00		0.00
353 PMG Highway Signage EMR	0.00		0.00
354 Canal Path Repairs EMR	0.00		0.00
355 Actuary Consultation EMR	0.00		0.00
356 LGPS Cessation EMR	50,000.00		50,000.00
357 Skate Park EMR	15,000.00		15,000.00
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00		10,000.00
360 Clock Tower Heating EMR	0.00		0.00
361 MVAS EMR	0.00		0.00
362 New Cesspit Ashbrook	10,000.00	-6,000.00	4,000.00
363 Christmas Lights EMR	10,000.00		10,000.00
364 Climate Action EMR	5,000.00		5,000.00
	129,500.00	-6,000.00	123,500.00

Wendover Parish Council HS2 Monthly Report, May '23

Works update

- Closures of Ellesborough Road to enable diversion of underground utility services were postponed, which suggests that routing traffic over the temporary bridge may be delayed from September. While the Environment Agency is still not approving significant excavation of the Green Tunnel Cutting, the postponed utility works could add further project delay.
- The closure of Nash Lee Road to introduce the diversion and temporary access to Nash Lee Lane is due for completion by 4th June.
- The final closures of Dobbins Lane for the HS2 related water main works are due for completion on 7th June.

May WPC activity

- Bucks Council (BC) noted our issue about the safety of the sharp bend on the Nash Lee Lane diversion and will monitor the outcome.
- BC rejected our request to stop Saturday afternoon working as the impact of the noise levels is expected to be "limited", despite our prediction that the "Significant Observed Adverse Effect Level" target level will be regularly exceeded.
- BC noted our objection to simultaneous closure of Ellesborough and Nash Lee roads and will use "their weekly meetings with EKFB to ensure that the impact on residents and road users is minimized".

Current Issues

- Analysis of recent HS2 Ltd monthly air quality reports suggests that there are ongoing problems at Small Dean, and inadequate results from the associated monitoring system. We propose to involve BC's Environmental Health Officer to investigate the situation, prior to excavation of the Green Tunnel cutting.
- The Public Right of Way between Dobbins Lane and Station Approach remains closed (since July '22), but resolution of the wayleave issues is expected soon. This should enable reopening of the lane following installation of a Thames Water supply pipe to the HS2 Concrete Works over Folly Bridge. Subsequently the HS2 water tankers will not need to use hydrants in the village.
- We are further escalating the issue with HS2's cost benefit algorithm which appears to be "frustrating the will of Parliament" as it effectively denies any funding for additional noise mitigation needed to bring 228 houses in North Wendover within the target WHO night time peak noise level.

29th May '23

WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting

16th May 2023 at 7.00pm

St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Ballantine, Gallagher, Standen, Walker, Williams, Worth

Clerk & Minutes: Andy Smith

Chair: Councillor Ballantine

Members of Public: 0

1. ELECTION OF CHAIR

P23/18 Cllr Ballantine was unanimously elected as chair

2. APOLOGIES FOR ABSENCE

P23/19 None

3. DECLARATIONS OF INTEREST

P23/20 None

4. PUBLIC PARTICIPATION

P23/21 No public participation.

5. MINUTES

P23/22 The minutes of the Planning Committee Meeting held on 18th April 2023 were **RESOLVED** as a true record and the Chair signed the minutes.

6. PLANNING DECISIONS

P23/23 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 16th May were noted.

There was concern expressed about the retrospective change of use of the former Esposi - **23/00687/PAPCR 35 High Street Wendover Buckinghamshire HP22 6DU**

The Wendover Neighbourhood Plan very clearly sets out the need to preserve commercial units in Wendover and sets out tests that need to be met before a change of use can be considered.

These tests had not been considered in the current decision.

It was **RESOLVED** to contact the planning team at Bucks Council and seek clarity on the standing of the Wendover Neighbourhood Plan

7. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

P23/24 The report was noted. The concerns of residents to the change of use was discussed and it was noted that this was now going to a full planning committee at Buckinghamshire Council where it will receive the proper scrutiny

8. FINANCE

P23/25 The payments were considered, it was **RESOLVED** to approve the payments totalling £26,283.15

9. PLANNING APPLICATIONS

- P23/26 23/01203/CPE Fox Close Farm Nash Lee End Wendover Buckinghamshire HP22 6BH**
Certificate of Lawfulness for existing use from agricultural usage to residential garden
It was noted that this would create a large garden and loss of agricultural land is always unfavourable but no grounds for objection
Wendover Parish Council: Neutral
- P23/27 23/01217/APP 44 Cruickshank Drive Wendover Buckinghamshire HP22 5FD**
Householder application for single storey rear extension
The Council considered the scale of the development and that it could be considered as overbearing and will leave a minimal garden. However, the extension is in line with the rear of neighbouring properties.
Wendover Parish Council: Neutral
- P23/28 23/01230/APP 4 Willowbrook Wendover Buckinghamshire HP22 6AY**
Householder application for demolition of existing conservatory and erection of a single storey rear extension
Wendover Parish Council: Support
- P23/29 23/01270/CPE 39 Water Meadow Way Wendover Buckinghamshire HP22 6RS**
Certificate of lawfulness for existing garage conversion
It was noted that this was yet another retrospective application. Whilst the Parish Council would have probably supported an application in advance, however in this instance it did consider objecting due to the retrospective nature.
Wendover Parish Council: Neutral
- P23/30 23/01310/APP Lower Meadow Wendover Road Stoke Mandeville Buckinghamshire HP22 5TR**
Erection of barn
It was noted that it may tidy the area up and there is already a mix of buildings and hardstanding on the proposed site. Obstruction of views were considered and as it was not referenced in the application the committee assumed views of the AONB were not impacted.
Wendover Parish Council: Support
- P23/31 23/01472/APP 189 Aylesbury Road Wendover Buckinghamshire HP22 6AA**
Householder application for erection of rear extension, loft conversion with new dormer windows, porch and replacement glazing.
It is a large extension and the Committee considered if it would be overbearing, however it was in line with other neighbouring properties.
Wendover Parish Council: Neutral

10. OTHER MATTERS

- a) **HS2**
P23/32 Nothing further to note
- b) **CLOSURE OF RAF HALTON**
P23/33 There was nothing for planning to note.
- c) **PLANNING RESPONSE TO INFRASTRUCTURE LEVY CONSULTATION**
P23/34 It was noted that this was a highly technical consultation with a lot of detail. It was **RESOLVED** that the Chair and Clerk would work on the response on behalf of the committee.

11. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC PLANNING MINUTES

P23/35 The meetings were noted

12. CLOSURE OF MEETING

P23/36 As all business was transacted and the meeting closed at 7:35pm

Signed by
Chair to the Planning Committee

Date: 6th June 2023

DRAFT

PAYMENTS TO CONSIDER

May Planning 16th May 2023

Cheques

Date	To	Amount	Payment for
	Wendover Youth Centre	7,000.00	Payment already approved but a cheque needs to be written as bank won't accept BACS
TOTAL CHEQUE AMOUNT		£7,000.00	

Petty Cash

Date	To	Amount	Payment for
TOTAL Petty Cash AMOUNT		£0.00	

BACS

Date	To	Amount	Payment for
31/05/2023	LSPS	£884.61	Pension Costs
31/05/2023	HMRC	£3,521.64	May salary costs
31/05/2023	Salaries	£8,811.50	May salaries
17/05/2023	Rialtas	£30.00	Reinstall finance software after laptop crash
17/05/2023	Lamps and Tubes	£11.98	coronation flag and bunting
17/05/2023	Heritage Fruit Tree Co	£721.35	Orchard maintenance
17/05/2023	IAC Audit	£474.00	Year End internal audit
17/05/2023	Numbers	£72.00	Payroll services
17/05/2023	Bonkers Mobile Disco	£300.00	DJ for coronation event
17/05/2023	Live Music Agent	£480.00	The Deps acoustic act coronation event
17/05/2023	Chiltern Society	£30.00	Annual subscription
17/05/2023	Farol	£152.42	replacement trimmer heads
17/05/2023	Spartix	£282.24	4719 - repair Haggis and Scarlett Ave lampposts
17/05/2023	Phenom Networks	£156.87	Computer support
TOTAL BACS AMOUNT		£15,938.62	

CARD

Date	To	Amount	Payment for
05/05/2023	Enterprise Skip Hire	£564.00	Portable toilet hire for Coronation Event
03/05/2023	Post Office	£2.25	Postage for bank mandates (change signatories)
20/04/2023	Pendley Manor	£60.00	Leaving gift
11/04/2023	Budgens	£2.39	sponge scrubbers and bleach
06/05/2023	Sainsbury's	£6.45	Drinks for DJ and band at coronation event
10/05/2023	Lock and Key Centre	£16.19	Replace broken lock on Wendover Wildbet Gate (London Rd)
04/05/2023	Amazon	£10.65	Gaffer tape
04/05/2023	Amazon	£13.11	A4 Laminating pouches
03/05/2023	Amazon	£10.92	Hazard warning barrier tape
13/05/2023	Chesham Fencing	£18.60	Replacement post and concrete for Ashbrook broken fence
TOTAL Debit Card AMOUNT		£704.56	

DD/50

Date	To	Amount	Payment for
31/05/2023	Smart Pension	£799.06	Pension contributions
24/05/2023	BT	£138.53	Phone and broadband
15/05/2023	Buckinghamshire Council	£133.60	Waste collection and duty of care charge
05/05/2023	Smart Pension	£18.00	Pension admin fee
11/05/2023	Lex Autolense	£36.00	Road Science for Hilux
22/05/2023	Grax	£1,230.52	Streetlight electricity
06/05/2023	Be Fuelcards	£294.24	Fuel
TOTAL DD & 50		£2,649.97	
TOTAL PAYMENTS		£26,283.15	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			

WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting 16th May 2023 at 7:30pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Gallagher, Walker, Williams, Worth

Clerk and Minutes: Andy Smith

Members of Public: 0

1. ELECTION OF CHAIR

F23/01 Councillor Gallagher was unanimously ELECTED as chair

2. APOLOGIES FOR ABSENCE

F23/02 Councillor Goodall gave his apologies due to work commitments and these were accepted

3. DECLARATIONS OF INTEREST

F23/03 None

4. PUBLIC PARTICIPATION

F23/04 None

5. MINUTES

F23/05 The minutes of the meeting of 21st February 2023 were considered. The minutes were **RESOLVED** as a true record to be signed by the Chair

6. CLERKS REPORTS AND CORRESPONDENCE

F23/06 It was noted that all reports and correspondence were on the agenda

7. GENERAL REPORTS

a) To review the year end reports for 2022/23

F23/07 The Clerk highlighted some of the key reports from year end and these were noted

b) To review the I&E report, EMRs and balance sheet for Apr 2023.

F23/08 The reports and variances were noted. It was noted that is only month 1.

c) To review the over £500 report and VAT claim for Jan - Mar 2023

F23/09 The reports and VAT claim were noted

- d) **To review the bank reconciliations and statements for Jan - Mar 2023**
F23/10 The reports were noted
- e) **To review reports on the changes to assets**
F23/11 It was noted that the assets would be checked in June
- f) **To receive an update on project costs up to Mar 2023**
F23/12 The updates were noted. An update to the repair of the wall was noted and it was agreed this should be a priority to complete this work over the summer months. The Clerk would approach the Community Board again for support with costs and report back to Amenities Committee
- g) **To review the Flagstone account statements**
F23/13 The statement was noted including the higher rates of interest the accounts were now enjoying.
- h) **To receive an update on the LGPS pension fund deficit and cessation value**
F23/14 The report on the changes in contribution rates was noted

8. OTHER MATTERS

- a) **Internal audit April 2023**
F23/15 **i) To note the end of year internal audit report**
The reports were noted. The actions required as a result of the internal audit would all be completed by the end of this meeting There was need for clarification in the internal audit where internal control L was ticked as not being covered. Whilst it has not been raised as a specific issue the Clerk would obtain further clarification as to why this was the case.
- F23/16 **ii) To review the current internal controls for the previous financial year and consider approving a financial control policy**
The paper was considered, and it was **RESOLVED** to adopt the policy in the paper (identified as appendix A)
- b) **End of Year reporting and AGAR statements**
F23/17 **i) To note the first draft of the form and statements for the end of year report to the external auditor**
It was noted that the statements would be signed at the 6th June Full Parish Council and Financed thanked the Clerk and RFO for dealing with the end of year efficiently.
- c) **To create two new EMRs from the current general reserve of £123,990**
F23/18 It was **RESOLVED** to create new EMRs for the Freedom Parade and Hampden Pond as set out in the paper. These will be funded by the general reserve and any surplus returned to the general reserve at the end of year.

d) Staff benefits and support

F23/19 Because of the time sensitive nature and low monetary value it was agreed to discuss an offer that had come in to provide a mental and physical health support service to staff available through a BMKALC deal for £8.10 per head. It was **RESOLVED** to sign up to the service for all 4 members of staff.

9. ITEMS FOR NEXT AGENDA

F23/20 None were presented

10. DATE OF NEXT MEETING

F23/21 Tuesday 8th August 7.30pm St Annes Hall

11. CLOSURE OF MEETING

All business was transacted. The meeting was closed at 8:05pm

Signed by
Chair to the Finance Committee

Date: 8th August 2023

Annual Internal Audit Report 2022/23

Wendover Parish Council

<https://www.wendover-pc.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/05/2022 10/01/2023

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

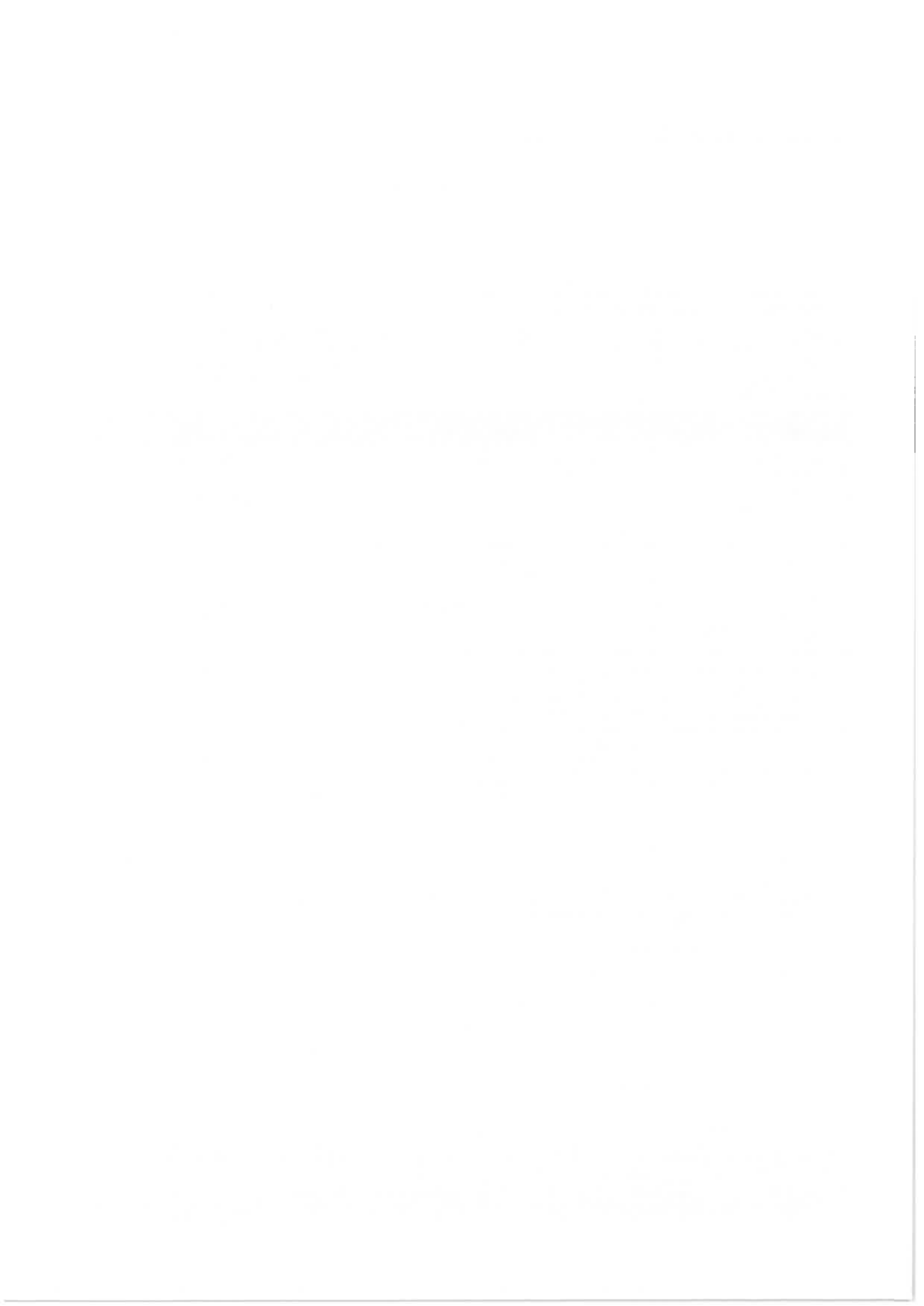


Date

01/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



The Clerk
Wendover Parish Council
The Clock Tower
High Street
Wendover

HP22 6DU

01-May-23

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2022/23, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives K, and L and we are required to explain why we have done this.

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for the 2021/22 financial year.*
- *The reason for the Not Covered response for Objective L as your 'annual turnover' exceeds £25,000 and you are therefore not subject to the publication requirements of the Transparency Code.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Wendover Parish Council Financial Year 2022-23



IAC Audit and Consultancy Ltd

Audit date: 27 April 2023

Year End Internal Audit Observations

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council has formally documented Internal Controls	No	Council has not formally documented Internal Controls (the Council does have in place an Internal Controls Checklist).	Council should formally document its Internal Controls.	Medium	Internal control policy agreed at Finance Committee 16th May 2023 - COMPLETED
2	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.	Council to note the requirement for it to regularly review its internal control system.	High	Reviewed at Finance Committee 16th May 2023 - COMPLETED

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	No	It is understood that the Council has reviewed and confirmed the assets acquired and disposed of during the year but has not formally reviewed the full assets listing.	The Council should formally review the asset register each year prior to the approval of the Accounting Statements.	Medium	Assets are checked in June and will come to July meeting
2	Assets purchased have been recorded gross and not nett of any trade ins.	No	Assets purchased have been recorded nett of a trade in. Consequently income (Box 3) is understated by £2,500 and expenditure (Box 6) is also understated by the same amount.	When preparing the Accounting Statement for signature that values stated for Box 3 and Box 6 should be gross up to reflect the value of the trade in received.	Medium	Appropriate amendments made to accounts and amounts now reflect this change - COMPLETED

ITEM 12 a i)

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - **The Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2022/23

Wendover Parish Council

www.wendover-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/05/2023 10/01/2023 28/04/2023

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

01/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Wendover Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

06/06/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2022/23 for

Wendover Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	273,120	218,741	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	318,277	326,328	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,638	43,466	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	163,893	166,501	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	252,401	168,544	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	218,741	253,490	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	249,248	256,064	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,335,446	3,334,100	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED



Date

06/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

06/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Wendover Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We **certify/do not certify*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

ITEM 12, a iii)

Explanation of variances – pro forma

Name of smaller authority: [redacted]
 County area (local councils and [redacted])
 Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
 • Variance of more than 15% between totals for individual boxes (except variances of less than £200);
 • New from 2020/21 onwards; variances of £100,000 or more require explanation regardless of the % variation year on year;
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	273,126	218,741					
2 Precept or Rates and Levies	318,277	326,328	8,051	2.53%	NO		
3 Total Other Receipts	43,638	43,466	-172	0.39%	NO		
4 Staff Costs	163,893	165,501	2,608	1.59%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	252,401	168,544	-83,857	33.22%	YES		There were less lampost replacements than previous years as our conversion to LED is now complete. HS2 expenditure dropped as the Council response was limited to highlighted non-compliance. However, the staff turnover, led to projects being delayed and expenditure expected this year will now happen next year. Finally a grant from HS2 for works on the Hampden Pond has meant a saving in routine maintenance that would normally be spent on clearing the lilies and tree works.
7 Balances Carried Forward	218,741	255,490			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	242,348	255,064				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	3,335,446	3,334,100	-1,346	0.04%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable
 Variances of £200 or less are tolerable

Wendover Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2023 Lloyds Bus. Extra - 01471913	34,816.06	
4	31/03/2023 Petty Cash	0.00	
9	31/03/2023 Flagstone WEND001C	221,248.27	
			256,064.33
<u>Receipts not on Bank Statement</u>			
0	31/03/2023 All Receipts Cleared	0.00	
			0.00
Closing Balance			256,064.33
<u>All Cash & Bank Accounts</u>			
1	Current Bank Account	34,816.06	
4	Petty Cash	0.00	
9	Flagstone	221,248.27	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		256,064.33

Handwritten signature 8/4/23

Wendover Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement: (a) Friday 9th June 2023</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Andy Smith, Clerk and RFO, Wendover Parish Council, The Clock Tower, High Street, Wendover, HP22 6DU</p> <p>commencing on (c) Monday 12th June 2022</p> <p>and ending on (d) Friday 21st July 2022</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) Andy Smith, Clerk and Responsible Finance Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the

period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



ITEM 12b i) – ALTERATIONS TO WENDOVER CRICKET CLUB

BROUGHT BY

Wendover Cricket Club

SUMMARY

To consider a request by the Cricket Club to make changes to the land they rent before applying for planning permission. The changes include upgrades the nets and create a small store for their grass cutting equipment.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Proposals for a new nets' installation and a new equipment store at Witchell May 2023

Enclosures:

1. A schematic plan of the proposals.
2. Photographs of the area.
3. 2 drawings of a 2-lane nets construction (produced by Total Play Ltd but will be similar if another company is used).
4. Indicative pictures of the proposed equipment store options and a drawing of a metal store.

An Initial meeting with WPC

1. Jonathan Seabrook for WCC met with Phoebe (WPC Estates) and Andy (WPC Groundsman) on 20th February 2023 to discuss the proposals and siting thereof. A previous WPC Clerk had agreed to a location for the store behind the pavilion and in close proximity to the Horse Chestnut in the car park and the telegraph pole. WPC now however observed that the area was in the Conservation Area and this location would therefore not be acceptable.
2. WPC proposed that the store would best be sited where shown on the attached plan, but limited to approx. 15 feet long since a longer one might be too intrusive; if more storage space was required, a second store could be sited adjacent to the first one.
3. WPC agreed (in principle) to a gate in the post & rail line, plus dropped kerbs in the corner of the car park and a track.
4. It was agreed that the positioning of the proposed new nets would be best in the 'dead' space between the existing nets and the car park. There was a possibility of siting them at right-angles to the existing and adjacent to Chapel Lane; however, Total Play advise against this due to the proximity of old trees (roots and leaf fall) and not facing the best direction when batting – and existing ground levels would also make this more difficult.

Reasons behind the proposals

A The proposed new nets installation.

1. The existing 2-lane nets were originally installed in (probably) the late 1970's. Over the decades, changes/ improvements have been made but partly due to the ground sloping in 2 directions, the nets have never been entirely satisfactory.



2. The most recent improvements were made in 2020, to extend the length of the nets to primarily improve safety but also extending the matting area. Whilst it has been an improvement, they are still not great and whilst a game is being played, people cannot safely use the nets without fear of balls being hit out of them. At other times, there is still a risk to other users of Witchell. Maintenance of the surfaces is difficult and the Total Play rep. said that although they could make improvements at c.£20,000, the playing surfaces could not be guaranteed because they would be using bases installed by others. A new nets installation will mean less maintenance and be less costly.
3. With HS2 taking WCC's Ellesborough Road ground, the Witchell ground and nets usage is now more intensive.
4. WCC's proposal is to plan for 3 net lanes and depending on funding, construct at least 2 lanes but ideally 3. 3 lanes will increase capacity for users, especially at peak times.
5. The nets will be fully enclosed meaning balls will be kept within the overall envelope/ cage and this will significantly increase safety for non-nets users.
6. The overall size of the Total Play system is 33 m long x 7.3 m wide (2 lanes) [or 10.95 m wide for 3 lanes] x 4.00 m high. WCC are not committed to Total Play and another supplier may be used, when it is envisaged the dimensions and appearance etc. will be similar.
7. With new nets, the existing nets will be dismantled, the mats and bases disposed of and the area re-graded and grassed (seed rather than turf likely). Topsoil from the new nets' location is likely to be used and subsoil in forming the new levels.
8. The nets at Witchell are on public land, so few if any restrictions can be placed on their usage. Sometimes nets can be secured within a security fence but that would not be appropriate here. Therefore the nets are effectively open to all except when club activities are taking place, so are a community asset and if and when the new nets are constructed, usage will be in a safer environment for all.

B A New Equipment Store

1. WCC has never had a store at Witchell, with maintenance equipment for the ground either being contracted out or machinery being stored at the old Ellesborough Road ground and transferred to Witchell when required.
2. Currently the mower is stored locally but this is only a temporary arrangement and is not a long-term solution.
3. WCC will be claiming the cost of the store and all associated works from HS2 since it is a consequence of losing the old ground.
4. The proposal is for a shipping-type container but clad in timber and with overall dimensions of approximately 5.00 m long x 3.00 m wide. See the Storage Options document, items 1 & 2; the last 2 photos in item 2 being typical. Storage Options item 3 is an alternative type and the 'Alternative metal store option' document gives a layout; note that the metal store option is a more costly option.
5. A gate /opening will be required in the fence line for vehicular access as well as for the store's delivery/ installation, as well as for the new nets installation. (Access to the ground has been restricted since the car park extension was created and although previous use was limited, it is not always possible or desirable to use the gate at the bottom of the field.)
6. The access to the shed will require dropped kerbs to be installed in the corner of the car park and an access track of frost-resistant granular material laid down. It is envisaged that excavated spoil will be spread outside of/ around the car park (except for any concrete arisings which will be removed off site).
7. The store will sit on a granular material base.



Summary of proposal:

The Cricket Club seeks permission to make the following alterations before going ahead and raising money and seeking planning permission:

- Add additional nets
- Add an equipment store
- Investigate the feasibility of solar panels on the pavilion roof

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

The Witchell Ground is subject to restrictive covenants and sits completely within the Wendover Conservation Area.

Key Restrictive Covenants:

above written.

THE FIRST SCHEDULE above referred to

1. Not use or allow the land hereby Conveyed to be used for any purpose other than as and for a recreation ground or park or both for the benefit of the inhabitants of Wendover.
2. Not to erect on the land hereby conveyed any erection of any kind except such shelters conveniences tool sheds or other erections as shall be necessary and consistent with the use of the said land for the purposes mentioned in Clause number One above.
3. Not to erect or construct or commence the erection of any Building on the property hereby conveyed until plans drawings and elevations of the type of building together with a specification of the materials to be used shall have been supplied to the Vendor or his surveyors or architects for approval (which approval shall not be unreasonably withheld) and no work of any kind shall be commenced until such plans drawings elevations and specifications shall have been previously approved in writing by the Vendor or his surveyors or architects and the appropriate Planning Authority and the fees of the Vendors surveyors or architects for approving the same shall have been paid by the Council. The Council shall upon submitting such plans drawings elevations and specifications deposit with the Vendor or his surveyors or architects a duplicate set thereof to be retained by the Vendor or his surveyors or architects. The said surveyors or architects

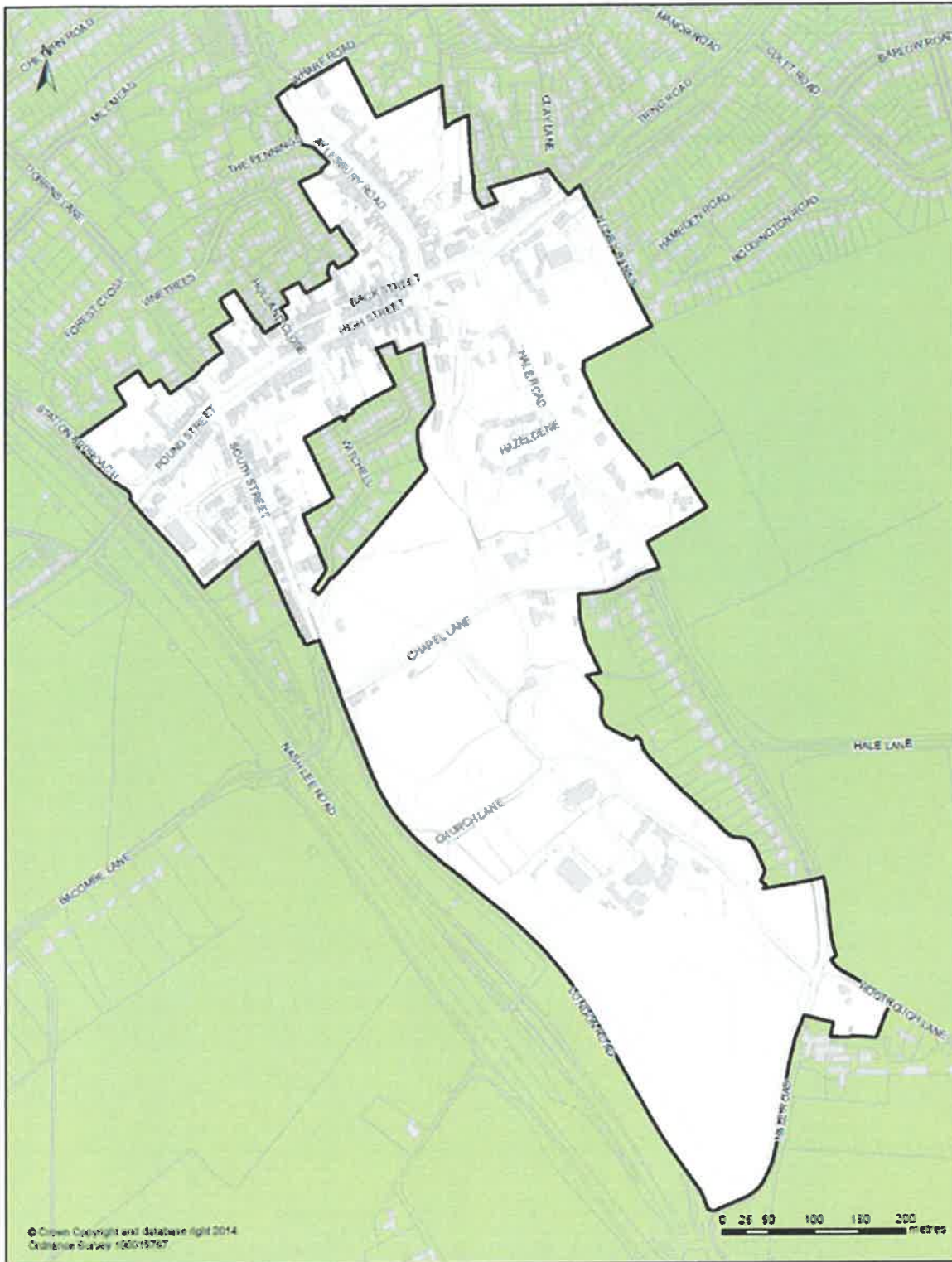
It seems from these covenants that the request is in line with the deeds of the ground and is permissible. With all new developments of any size it would be worth noting the views of local residents before it reaches planning stages.



Wendover Conservation Area:

As set out in the map below the ground and locations of the nets and buildings sits within the Wendover Conservation Area. The area was designated by AVDC and has been adopted by Buckinghamshire Council. This means that the following additional protections are in place:

- planning permission to demolish buildings or structures (including walls)
- the need to provide heritage statements (sometimes called heritage impact assessments) as part of the application process
- the extent of permitted development (i.e. changes that are allowed without consent from Buckinghamshire Council) may be restricted; for example, replacement windows, alterations to cladding or the installation of satellite dishes. Additional control may be sought through Article 4 Directions, which specifically remove permitted development rights. Read more about Article 4 directions and permitted development rights on GOV.UK
- trees with a diameter of 75mm or greater, measured at 1.5m from soil level, are protected. Any work proposed to these trees requires permission from the local authority by means of a planning application. This allows the authority to determine whether a Tree Preservation Order (TPO) is necessary



It should be noted that the Parish Council giving permission for the Cricket Club to progress these projects shows that the Parish Council agrees to the use of the Witchell for these purposes. It does not mean that they agree to support any planning application or have any funding responsibilities for the project. All work would have to be completed within the planning and Conservation Area guidelines.



PROPOSAL

Wendover Parish Council are asked to resolve to:

- Give permission for the Cricket Club to progress plans for new nets, an equipment store and solar panel installation on the current Pavilion.



Supporting Documents

PAVILION

WITCHELL - PROPOSED WORKS

MARCH 2023

SCALE 1:250

EXISTING HEDGE
& POST-
AND-RAIL
FENCE

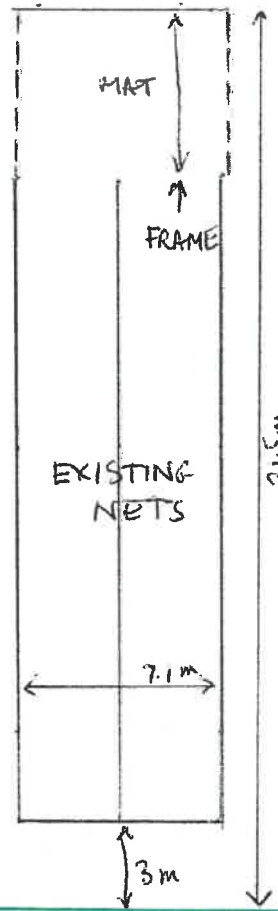
16.0m

PROPOSED NEW NETS

CAR
PARK

33.0m

27.0m



31.5m

EXISTING NETS

FRAME

MAT

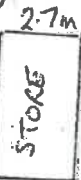
7.1m

3m

PROPOSED
DROPPED
KERB

PROPOSED GATE
& ACCESS TRACK
/DROPPED KERB

LIVE
TREE STUMP



2.7m

5.1m

5m

7.3m

2m

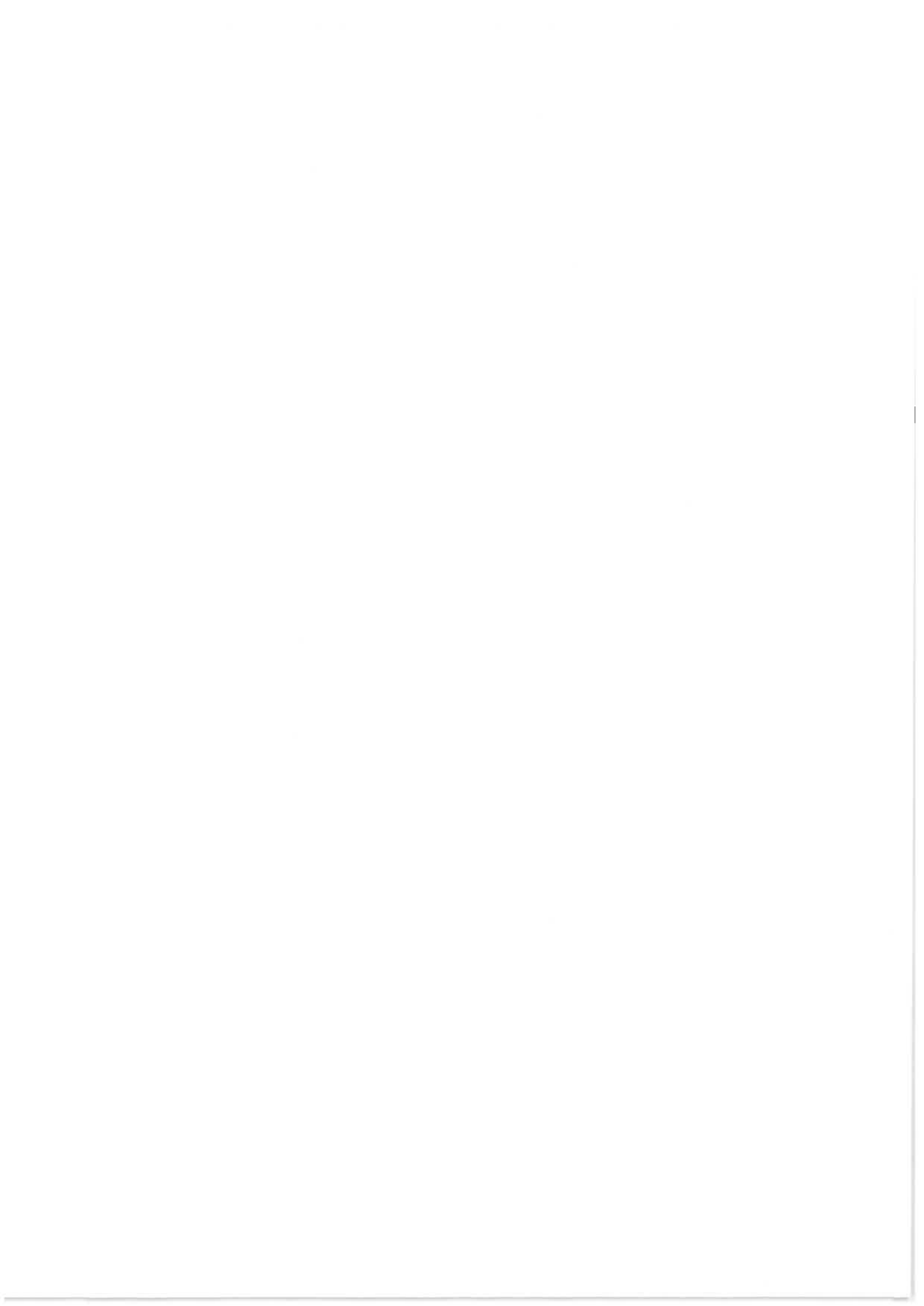
SCRUB

SCRUB

6m

FENCE

CHAPEL LANE



Proposed site for new nets and store:



View from car park across the proposed site:



Location of proposed store:

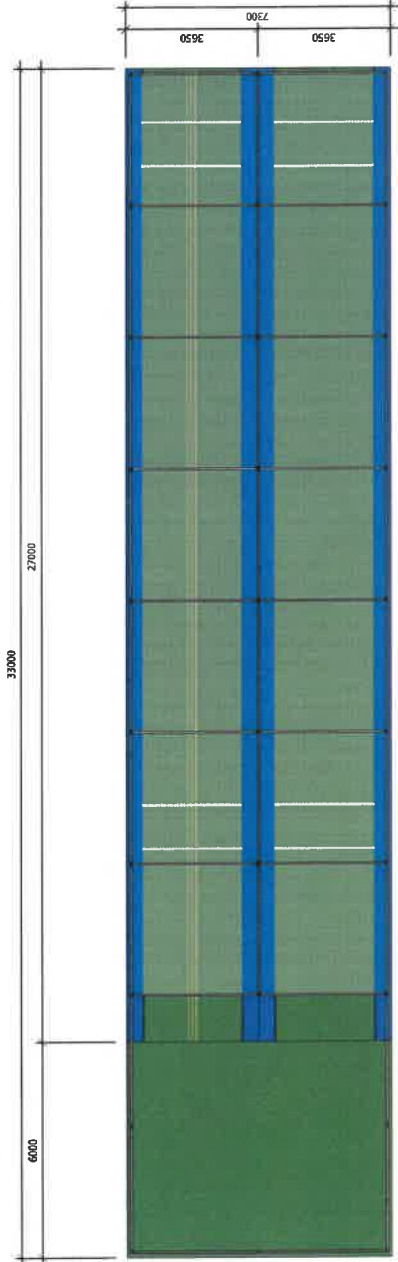


Corner of car park where proposed to site the gate, access track and dropped kerbs:

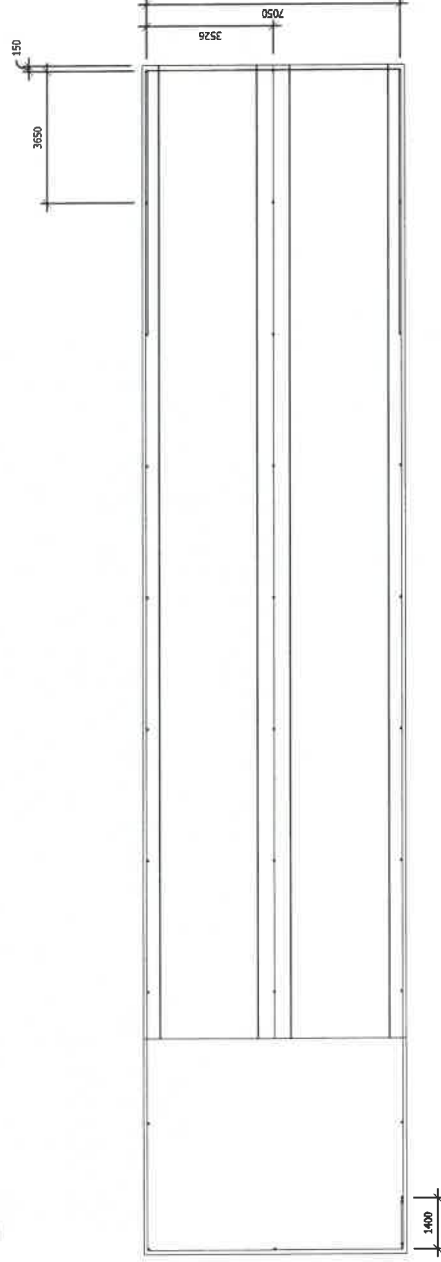


Aerial view:





PLAN SECTION
SCALE: 1:100



Specification for two lane enclosed 'tp5t' system

Playing surface carpets

Overall two lane dimensions: 33m x 7.3m
 'tp5' premium grade tufted synthetic playing surface carpets per lane: 27m x 3.65m green with blue borders
 Optional: NPC Natural Pitch Colour Carpet with Green borders, single tone green or NPC
 Optional: training aid - contrasting stump lines
 'tp5' premium grade tufted run up carpet per lane: 6m x 3.65m single tone green

Shock pads: per lane

'tp2' batting area: pace modifying shock pads for the pitching area 19m x 3.4m
 'tp3' bowling area and run-up: load absorbing shock pad 14m x 3.6m

Steelwork system dimensions: per lane

Height: 4m
 Lane length: 25.55m
 Overall length 33m
 Width: 3.6 - 3.65m
 48mm diameter galvanised steel tubes set in a 52mm diameter socket.
 Optional: powder coated steelwork green or black
 Optional: Pedestrian gate with latch

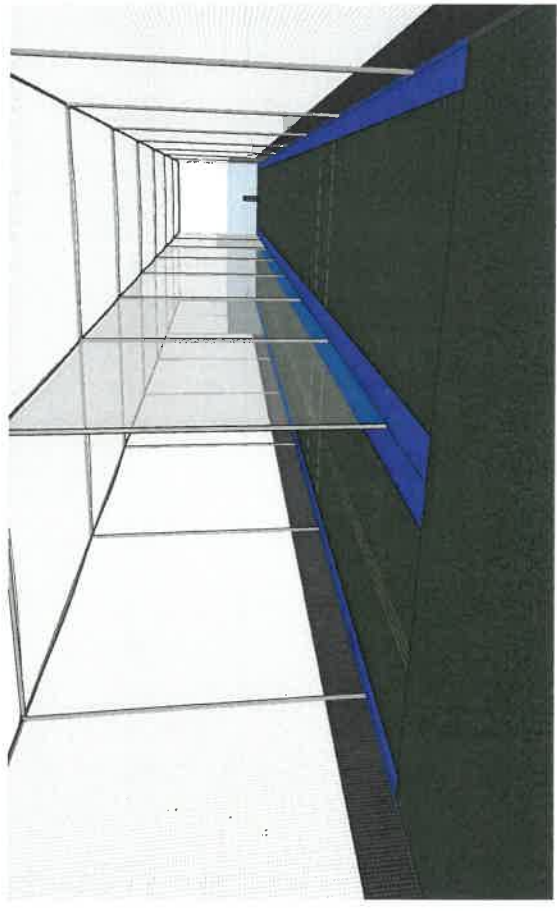
Netting systems

25.55m x 4m HD Protection tunnels: exclusive total-play design one seamless piece of total-play's 'HD' netting secured with PVC encapsulated tension wire
 6m x 4m HD panel sidewalls
 4m high white bowler netting
 Single batting curtains (white mesh) 2m x 7.3m
 Optional: green or black netting
 Optional: additional 'double' or 'wrap' batting curtains
 Optional: total-play's 'HD' netting in walled panel design
 Optional: protection skirt in green or black (PVC); protects the bottom section of netting, either 500m or 1m high.

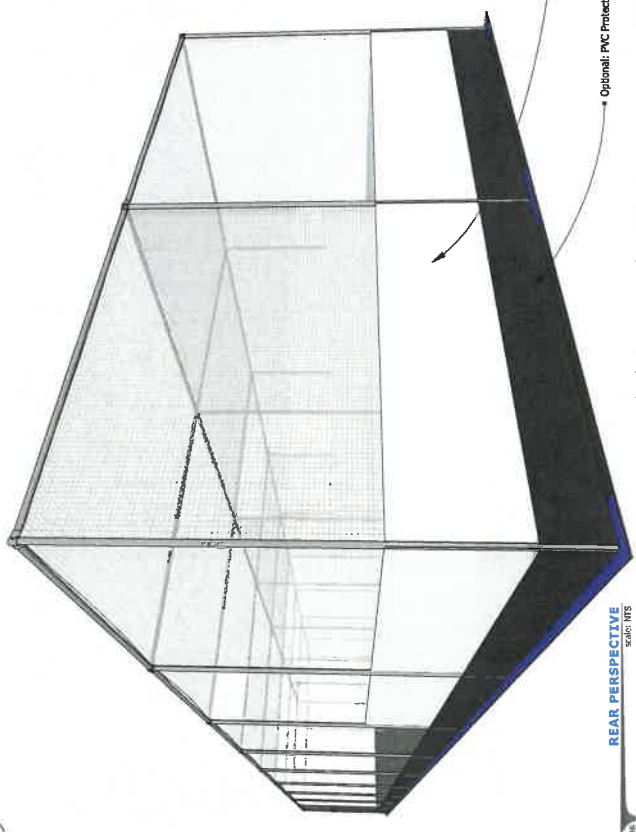
Security fence

All systems can be built with perimeter security fencing and gates. design options include gate width, fence height, colour and type of perimeter safety path.

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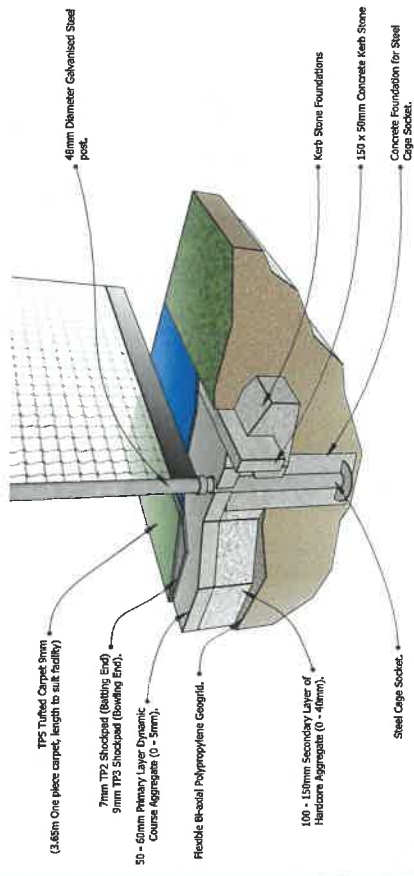


FRONT PERSPECTIVE
SCALE: NTS

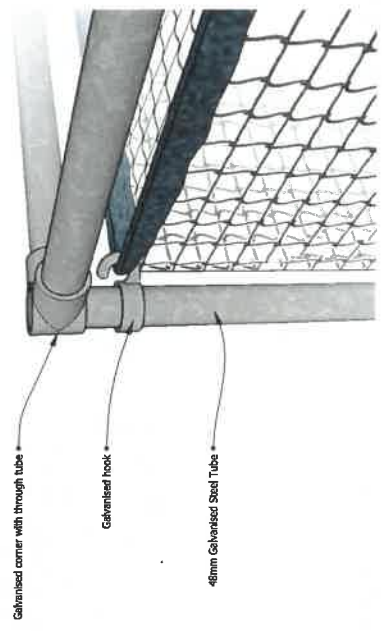


REAR PERSPECTIVE
SCALE: NTS

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CAGE POST INSTALLATION
SCALE: NTS



TOP CORNER DETAIL
SCALE: NTS

- Optional: Wrap Battering Curtnails
- Optional: PVC Protection Skirting

Wendover CC
Witchell Storage Options

1. Shipping container
e.g.



Various shades of green or other colours.
A side door can be added.

2. Cladding to storage containers – e.g.
Portable Space www.portablespace.co.uk





Cleveland Containers

www.clevelandcontainers.co.uk



www.shippingcontainersuk.com






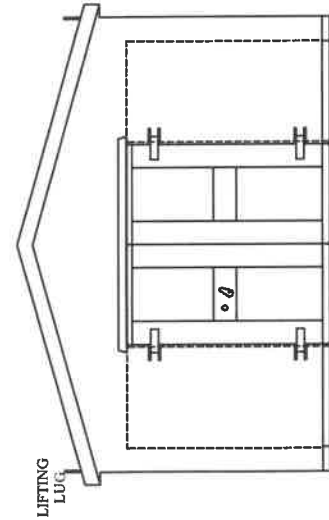
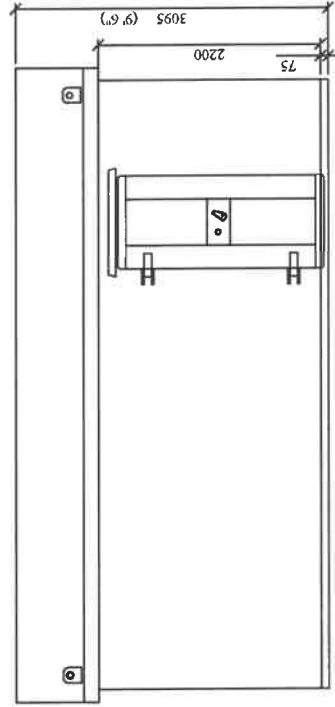
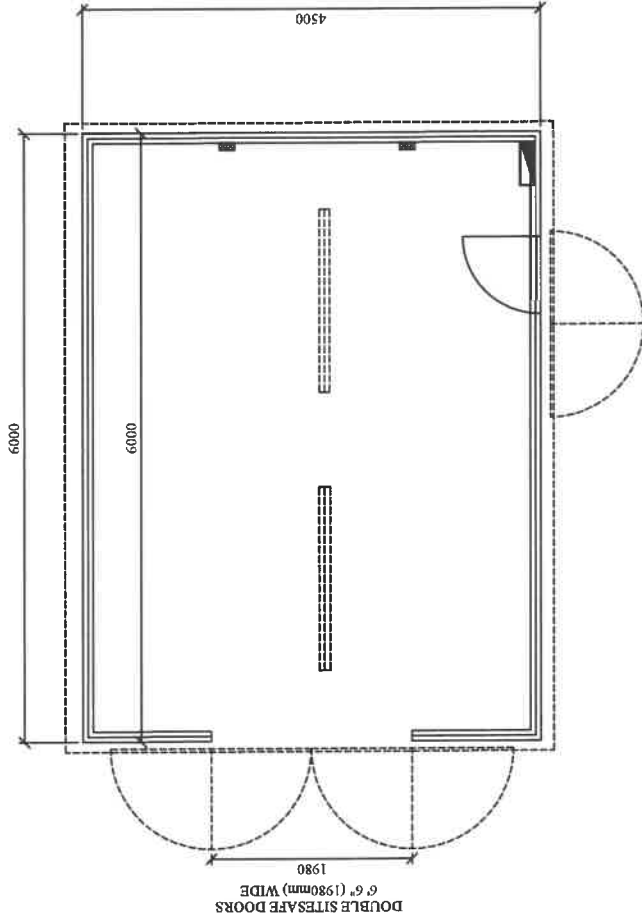
3. Modular buildings

www.cleveland-sitesafe.co.uk



HIGHLY SECURE VANDAL RESISTANT BUILDING

DO NOT SCALE REMOVE ALL BURS AND SHARP EDGES		CLEVELAND SITESAFE LIMITED RIVERSIDE WORKS ROCKSIDE ROAD CLEVELAND TN318AT 01642.24463	CUSTOMER <h2 style="text-align: center;">Wendover CC</h2> DESCRIPTION Bike Store DRG No JT1046 DRAWN JWH SCALE DATE 08.10.03
		REV N ^o DATE BY REV 1 REV 2 REV 3 REV 4	NOTES:





ITEM 12 b ii) – CRICKET CLUB – MONEY RAISED AT CORONATION EVENT

BROUGHT BY

Office

SUMMARY

The stall holders were asked to donate a percentage of their takings at the Coronation Event and this is to be donated to the Cricket Club in return for them hosting the event

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The food vendors were asked to donate a percentage of their takings and it is with great thanks to them that we have raised the following amount:

Product	Company	Donation Amount
Mobile Bar	Luxuria Events	£100
Street Food	Maya Street Food	£55
Vegan Food	Buddah Bowl	£43
Coffee	Refuelled Coffee	£30
Ice Cream	Astore and Son Ice Cream	£100
Donuts	Daddy Donuts	£25
	TOTAL	£353

PROPOSAL

To resolve to transfer £353 to the Wendover Cricket Club

