

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

9th January 2024 at 7:30pm

Meeting held at Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

Present: Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, Porter, Standen, Thornton, Washington, Williams (Chair) and Worth.

In attendance: Buckinghamshire Councillors Newcombe and Strachan

Clerk: Andy Smith

Members of Public: 3

1. APOLOGIES FOR ABSENCE

PC23/219 Apologies were received and **ACCEPTED** from Cllrs O'Donnell, Wales, Walker and Worth – Apologies were noted from Buckinghamshire Councillors Bowles

2. DECLARATIONS OF INTEREST

PC23/220 Cllr Standen highlighted that the company he works for is one of the companies that are bidding for the work required for the Skate Park surveys. It was noted that he is recommending to not use the company he works for so there is no perception of a conflict of interest and so Cllr Standen would remain as a part of the discussion but not vote.

3. MINUTES

PC23/221 The minutes of the Parish Council of 5th December 2023. It was NOTED the report from the Buckinghamshire Councillors did not suggest there was a budget deficit for the next financial year, the wording of the minutes indicates there was. It was **RESOLVED** to amend the minutes to accurately reflect the report from the Buckinghamshire Councillors. The minutes as amended were **RESOLVED** as a true record to be signed by the Chair.

4. CHAIRS ANNOUNCEMENTS

PC23/222 The new year starts with a spend £5 a week in Wendover campaign which Councillors are urged to support. The strategic planning group will be meeting this Friday to discuss next steps which will be a consultation exercise with local groups. Councillors were encouraged to start talking to community groups they are involved with.

5. PUBLIC PARTICIPATION

PC23/223 A member of the public expressed concern about the Wendover Library. The original transformation project, costing c. £475k was announced just before Christmas that there was a completely different project being implemented. It had changed to a refurbishment not a transformation project. The member of the public found it very difficult to understand why the larger project is not possible, and there are no figures to support that change. Libraries are being dramatically cut back but are an important part of the community. The Parish Council were asked to support getting in touch with Buckinghamshire Council about the issue.

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/224 The budgets are being scrutinised by each portfolio and the challenges in creating a balanced budget are strong, but there is confidence in achieving a balanced budget. Looking at the some

of the statutory services: Adult Social Care – looking at more home based care, Childrens Services – there is a shortage of Childrens homes so the Council will be looking to open it's own homes instead of relying on a market which has short supply. Homelessness – again looking to open more Council owned premises.

PC23/225 Coombe Lodge is now open and active, but there have been issues. Residents have been turning up at Kings Farm because of lack of signage and clear directions – Coombe Lodge have been pressured to provide better signage and staffing of their building. It should be noted that Bucks Council are not involved with the Lodge it is owned by a private concern and the YMCA are the lead in running the home. The conditions of planning application included having a management plan as to how it is to be operated. All of these are available as a part of the planning application.

7. CLERKS REPORT AND CORRESPONDANCE

PC23/226 The report was noted.

PC23/227 A question was raised that the consideration for an electric vehicle to replace the HiLux seems to have been discounted. The Clerk highlighted that the current solution seems not to be working, however there is not an obvious solution. Council will be able to review and consider all options, including electric vehicles when we are ready to make the decision. and.

PC23/228 The report highlights the Hale Lane situation. It was noted that some residents support the new measures but not all residents. The solution seems to have simply moved the problem, with the damage moving further down the road. There is also parking in the passing bays effectively preventing 2-way traffic. The road itself is starting to fail with it breaking up and getting covered in debris. Potential options were discussed and the councillors who are members of the Transport Working Group noted the comments and would discuss the issue at their next meeting.

8. FINANCE AND PAYMENTS

a) Payments to consider.

PC23/229 The payments to consider, totalling £ £20,033.11, were **RESOLVED** and signed.

b) Latest financial reports

PC23/230 The financial reports were noted and the Clerk answered questions from Councillors – The concern over the LPM were noted and it was further noted that the events planning group were looking at how they can support the LPM.

9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC23/231 The report was noted.

b) Wendover Business Group

PC23/232 Did not meet in December the next meeting date will be confirmed to councillors after the meeting.

c) Parish Council Surgeries

PC23/233 Unfortunately, nobody attended the December Surgery. It was noted that we would continue the surgeries for the next two months and reflect on their use. The next surgery is February 15th and Cllr Porter volunteered to attend. Another Councillor was required for the rota.

d) Other groups

PC23/234 No other groups to report.

10. REPORTS FROM STANDING COMMITTEES

a) PLANNING

PC23/235 The draft minutes of the meeting on 19th December 2023 were noted.

b) AMENITIES

PC23/236 The draft minutes of the meeting on 19th December 2023 were noted.

Hampden Pond Works

PC23/237 Council considered the paper and it was **RESOLVED** that it was correct and appropriate to waive the formal tender process because of the highly specialised nature of the work required and the time that had been spent finding contractors already.

PC23/238 The Council **RESOLVED** to approve the award for the contract to Aquaserve for each of the following projects:

- Removal of lilies and rhizomes to stop them choking the entire pond
- Dealing with some dangerous trees around the bank
- Repair and prevention of bank erosion

PC23/239 The Council **RESOLVED** to approve the award for the contract to Aquaserve Management for the report on ongoing management of the pond.

11. REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC23/240 There is nothing to update since the last meeting.

b) Open Spaces Working Group

PC23/241 The Buckinghamshire Council Planning Officer dealing with our case has asked for an ecology survey and noise survey, the request coming the day before the original determination date. Therefore, the determination date has been put back to Jan 23rd, which means we need authority to instruct someone to undertake that work. The declarations of interest were also noted. The skate park project management company had presented 2 quotes for each report who could deliver in the timeframe. It was **RESOLVED** to award the work to Contractor 1 (Clear Acoustic Design) for the Noise Impact Assessment and Contractor 4 (Arbtech) for the Preliminary Ecological Assessment and Biodiversity Net Gain. It was noted that we may need to do additional works and change the skatepark plan because of these reports and any changes will come back to Amenities and Council.

c) Sustainability and Biodiversity Group

PC23/242 It was noted that we have the initial membership of 7. Just now need to set a meeting date, ideally at the end of January.

d) Strategic Planning Steering Group

PC23/243 The group are meeting on Friday 12th January – this will be a hybrid meeting online and in the Clock Tower at 2pm.

12. OTHER ITEMS

a) Dates for the 2024/25 Meetings

PC23/244 The date for the Annual Parish Meeting was considered it was noted that it may be easier to secure a venue if the date was changed. It was **RESOLVED** to authorise the Clerk to set the date based on venue availability on either the 17th or 18th April 2024

PC23/245 The date for the Annual Council Meeting (AGM) was considered and **RESOLVED** to be held on Tue 7th May 2024

PC23/246 The meetings of the Council and Committees were considered and **RESOLVED** as per the paper

PC23/247 It was RESOLVED to authorise the Clerk to book the venues based on availability for those meetings

b) Policy Renewal

PC23/248 Policy Renewals – the policy renewal process and renewal dates were noted.

PC23/249 Investment Policy – The policy was considered and noted that this policy needs annual renewal. It was **RESOLVED** to renew the policy for 12 months.

PC23/250 Publication Scheme – The current policy complete with recommended amendments was considered and it was **RESOLVED** to approve the policy as amended for the next 2 years.

c) Internal Audit Actions

PC23/251 Bank Signatures – The current bank signatures were noted and it was RESOLVED to continue adding Cllr Goodall as a full power signatory

PC23/252 Terms of reference - The terms of reference as amended for Finance Committee were considered and it was **RESOLVED** to adopt the new terms of reference.

PC23/253 Internal audit recommendations report – the Internal audit report was reviewed and the arising actions were noted. It was further noted that most actions should be completed by the end of this meeting. It was noted that Finance committee would scrutinise and review any outstanding issues.

d) Playground inspection training

PC23/254 The clerk explained the current inspections regime and the nature of the training which is certified by the recognised lead body for playground inspections. It was noted that including the office staff on the training allowed for the inspections to continue should the grounds staff be unavailable and would minimise any risk in these situations. It was **RESOLVED** to approve this training.

13. DATES OF FUTURE MEETINGS

PC23/255 To note the next Parish Council meeting **Tuesday 6th February 2024**. Agenda items must be with the Clerk strictly by 9am **Monday 29th January**.

14. CLOSURE OF MEETING

PC23/256 As all business was transacted the meeting was closed at 20:53pm

Signed by *Julie Williams*
Chair to the Parish Council

Date: 6/2/2024

PAYMENTS TO CONSIDER		Jan	Parish Council 09/01/2024
BACS			
Date	To	Amount	Payment for
11/01/2023	Val Mayland	£80.00	Cleaning
11/01/2023	Marley Design	£175.00	Web and communications
11/01/2023	Numbers	£72.00	Payroll Services
11/01/2023	St Annes Hall Hire	£60.00	Hire of hall for meetings
11/01/2023	Salaries	£9,310.45	Monthly Salaries Bill
11/01/2023	LGPS	£945.73	LGPS Pension Costs
11/01/2023	HMRC	£3,587.77	Payroll Tax and NI
11/01/2023	Buckinghamshire Media Ltd	£948.00	Bucks Radio hosting Christmas Event and shop window pri
11/01/2023	IAC	£474.00	Internal Audit
11/01/2023	Online Playgrounds	£108.00	Playground inspections
TOTAL BACS AMOUNT		£15,760.95	
CARD			
Date	To	Amount	Payment for
26/01/2023	Adobe	£19.97	Acrobat Pro plan
16/01/2023	Lebara Mobile	£5.00	Office mobile phone
07/01/2023	Amazon Business EU	£48.28	Paper
08/01/2023	Amazon Business EU	£38.99	A3 Guillatine
05/01/2023	Amazon EU	£96.00	Prime business membership
05/01/2023	Budgens	£13.29	Office supplies
18/12/2023	Amazon Business EU	£16.13	Henry Hoover bags
05/01/2024	Amazon Mkt	£14.83	Whiteboard cleaner
08/01/2024	Engraveitnow	£42.65	Memorial bench plate
08/01/2024	Land Registry	£6.00	Land registry searches for hedge enforcement
TOTAL Debit Card AMOUNT		£301.14	
DD/SO			
Date	To	Amount	Payment for
3 Jan 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Jan 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 Jan 2024	BE FUELCARDS LTD	£266.50	BP Fuel Card
7 Jan 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
12 Jan 2024	SMART PENSION LTD	£837.74	SMART pension contributions
15 Jan 2024	BG LITE	£57.14	Manor Waste Electricity
15 Jan 2024	BG LITE	£479.03	Clock Tower Electricity
15 Jan 2024	BG LITE	£53.18	Site Safe Electricity
19 Jan 2024	DRAX ENERGY SOLUTI	£1,271.53	Street Lighting Electricity
1 Feb 202	BUCKS COUNCIL RECE	£82.70	Waste Container emptying
20/12/2023	MICROSOFT	£82.32	Microsoft 365 Licenses
21/12/2023	CASTLE WATER LTD	£16.72	Clock Tower Water
17 Jan 2024	BT GROUP PLC	£128.47	Clock tower phone/broadband
5 Jan 2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
TOTAL DD & SO		£3,971.02	
TOTAL PAYMENTS		£20,033.11	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			