

# WENDOVER PARISH COUNCIL

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## Minutes of the Annual Parish Council Meeting

17<sup>th</sup> May at 7.30pm

Meeting held at Chiltern MS Centre, Oakwood Close, HP22 5LX

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**Present:** Councillor Ballantine, Worth, Bulpett, Durden Moore, Standen, Walker, Washington, Williams

**Clerk:** Louise Hayday

**Deputy Clerk:** Amanda Massingham

**Chairman:** Sheila Bulpett

**Members of Public:** 5

### 1. ELECTION OF CHAIRMAN

**PC21/001** Cllr Bulpett was proposed for Chairman by Cllr Ballantine and it this was seconded by Cllr Durden Moore. It was unanimously **RESOLVED** to elect Cllr Bulpett as Chairman.

### 2. ELECTION OF VICE CHAIRMAN

**PC21/002** Cllr Durden-Moore was proposed for Vice Chairman by Cllr Worth and this was seconded by Cllr Bulpett. It was **RESOLVED** for Cllr Durden Moore to be elected as Vice-chair.

### 3. APOLOGIES FOR ABSENCE

**PC21/003** None

### 4. DECLARATIONS OF INTEREST

**PC21/004** Declarations of Interest Forms for the terms of office and Acceptance of Office Declarations were completed.

### 5. MINUTES

**Consideration of approval of minutes of the meeting of 6<sup>th</sup> April 2021**

**PC21/005** The minutes were **RESOLVED** as a true record and signed by the chairman.

### 6. PUBLIC PARTICIPATION

**PC21/006** The Clerk read a letter from a member of the public concerning the vandalism of vehicles in the car park off Cruickshank Drive. They also raised concerns regarding anti-social behaviour in the Chiltern MS Centre Car Park after some fencing had been removed. It was **RESOLVED** that the Clerk would forward the letter to TVP and write to the Chiltern MS Centre.

**PC21/007** A member of the public requested that the council set up a care committee to encompass the Good Neighbour Scheme, make available services and information to those without computer access and facilitate the hot meals service, amongst other ideas. Concerns were raised by the councillors about creating another committee, it was **RESOLVED** to explored further when the future of the Good Neighbour Scheme was decided.

**PC21/008** A resident raised issues regarding speeding in Manor Road, they were referred to the Speed & Noise Working Group as well as Bucks Highways.

**PC21/009** A member of the public stated how good the warden scheme has been, he also commented on the need for volunteers for working groups to concentrate on the Halton development in the future as well as litter in Wendover.

## **7. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

**PC21/010** None

## **8. COMMITTEES AND WORKING GROUPS**

### **(i) To agree membership of each Committee.**

**PC21/011** Committee membership was **RESOLVED** as follows:

- **Finance Committee**  
Cllr Stephen Worth, Cllr Julie Williams, Cllr Diane Washington, Cllr Jo Durden Moore, Cllr Sam Walker
- **Staffing Committee**  
Cllr Jo Durden-Moore, Cllr Jennifer Ballantine, Cllr Julie Williams, Cllr Stephen Worth, Cllr Mark Standen
- **Amenities Committee**  
Cllr Mark Standen, Cllr Stephen Worth, Cllr Jennifer Ballantine, Cllr Julie Williams, Cllr Diane Washington, Cllr Sam Walker
- **Planning Committee**  
Cllr Jo Durden Moore, Cllr Stephen Worth, Cllr Jennifer Ballantine, Cllr Mark Standen, Cllr Diane Washington, Cllr Sam Walker

### **(ii) To agree terms of reference for each of the Council's Committees in 2021/2022**

**PC21/012** It was **RESOLVED** to accept the Terms of Reference for WPC's Planning, Amenities, Staffing and Finance Committees with the changes agreed at the last meeting of each committee in 2021/2021

### **(iii) To agree membership of each Working Group**

**PC21/013** Working Group membership was **RESOLVED** as follows:

**HS2** - Cllr Sheila Bulpett, Cllr Jo Durden-Moore

**Open Spaces** - Cllr Mark Standen, Cllr Sam Walker, Cllr Julie Williams

**Speed & Noise** - Cllr Jennifer Ballantine, Cllr Sam Walker

## **9. OUTSIDE BODIES**

### **i) To receive reports from outside bodies.**

**PC21/014** Cllr Bulpett reported back on a meeting regarding the proposed library extension, the group were about to place an speculative expression of interest to HS2 for funding.

Cllr Worth had attended a meeting of the RAF Halton Stakeholders, no real update just a reiteration of housing plans for the site.

### **(ii) To agree WPC representatives on other organisations' Committees, panels or liaison groups.**

**PC21/015** Membership to outside bodies for 2021/22 was **RESOLVED** as follows:

**RAF Halton Stakeholders** – Cllr Worth

**BC Local Councils Planning Liaison Group** - Cllr Walker

**BC Community Board** - Cllrs Worth & Cllr Durden Moore

**BC/BMKLAC Parish Liaison Meeting** - Cllr Durden Moore & Cllr Bulpett

**Lionel Abel Smith Trust** - Cllr Worth & Cllr Bulpett

**William Hill Charity** - Cllr Ballantine

**Wendover Action Group (Community Car) - Cllr Williams**  
**Wendover Arm Trust – Cllr Standen**  
**Wendover Churchyard Care Committee – Cllr Washington**  
**Wendover Community Library Management Committee - Cllr Worth & Cllr Bulpett**  
**Wendover Memorial Hall - Cllrs Ballantine & Cllr Worth**  
**Wendover HS2 Mitigation Group - Cllr Durden Moore & Cllr Walker**

## 10. REVIEW OF SUBSCRIPTIONS AND MEMBERSHIPS

**PC21/016** All subscriptions and memberships were **RESOLVED** as follows:

<b>Subscription/Membership</b>	<b>Estimated Costs 2021/22</b>
BALC NALC	£1331.58
Local Council Update	£75.00
Chiltern Society	£30.00
Wendover Arm Trust	£25.00
Open Spaces Society	£45.00
SLCC	£45.00
Friends of Ridgeway	£15.00
Community Impact Bucks	Free
Campaign to Protect Rural England	£36.00
Parish Online	£162.00
Rural Market Towns Network	Free until trial expires
Plantlife	£39.00
<b>Total Cost</b>	<b>£1803.58</b>

## 11. CORRESPONDENCE

**PC20/017** Correspondence regarding the community right to bid decision and the asset expiry was NOTED.

## 12. CLERKS REPORT

**PC21/018** The Clerks Report was NOTED, new councillors were encouraged to take up the BMKLAC training available in June.

## 13. FINANCE COMMITTEE

### i) To note the year end March 2021 I&E, EMR and balance sheet

**PC21/019** The reports were NOTED

### (ii) To note the April 2021 I&E, EMR and balance sheets

**PC21/020** The reports were NOTED

### (iii) To consider the list of payments and sign cheques

**PC21/021** It was **RESOLVED** to accept the list of payments; the list and cheques were duly signed. BACS payments to be made on next working day.

### (iv) To consider continuing with direct debit payments and payments of salaries by fax order.

**PC21/022** It was **RESOLVED** to continue with the current direct debit payments and payments of salaries by fax order.

### (v) To consider recommendations from the finance committee.

**P21/023** It was **RESOLVED** to continue with the current WPC Financial Regulations that had been reviewed at the February 2021 Finance meeting.

#### **14. PLANNING COMMITTEE**

- (i) **To note draft minutes of the meetings of 6<sup>th</sup> April, 20<sup>th</sup> April & 4<sup>th</sup> May 2021.**  
**PC21/024** The draft minutes were NOTED.

#### **15. AMENITIES COMMITTEE**

- (i) **To note the draft minutes of the meeting of 20<sup>th</sup> April 2021.**  
**P21/025** The draft minutes were NOTED.
- (ii) **To consider recommendations from the Amenities Committee**  
**P21/026** It was **RESOLVED** to proceed with the purchase and install of the memorial stone at Witchell Meadow and that it would be funded from 4215 Street Furnitures.

#### **16. STAFFING COMMITTEE**

- To note the draft minutes of the meeting of 4<sup>th</sup> May 2021**  
**P21/027** The draft minutes were NOTED.

#### **17. OTHER MATTERS**

- (a) **HS2**  
**To receive an update and any recommendations from the working group.**  
**PC21/028** Cllr Bulpett explained that they were currently waiting for a response from Buckinghamshire Council to reply to the changes to the barrier height that would greatly affect noise levels.
- (b) **Review and adoption of core documents**
- (i) **To review the Councils Standing Orders.**  
**P21/029** It was **RESOLVED** accept the standing order with no changes.
- (ii) **To confirm core policies have been reviewed.**  
**PC21/030** The policy date review list was NOTED. The policies coming up for renewal would be added to the appropriate agendas as the time comes.
- (c) **Review of land and assets**  
**To receive an update on the asset register and an inventory of WPC property**  
**PC21/031** The asset register was NOTED.
- (d) **Review of arrangements for insurance.**  
**To confirm the Council has insurance cover in respect of all risks**  
**PC21/032** The insurance policy, schedule and renewal date were NOTED. Cllr Durden Moore asked if the policy could be put out to tender when it expires, this request was NOTED.
- (e) **General Power of Competence**  
**Consider arrangements following the cancellation of the APM**  
**PC21/033** It was NOTED that the council was not currently eligible to use the General Power of Competence as laid out in the Localism Act 2011.
- (f) **Parking Consultation**  
**PC21/034** No update available as the meeting is yet to take place.

**(g) Good Neighbour Scheme**

**(i) PC21/035** A discussion took place regarding the future of the scheme and the continued need for support post covid. It was also discussed if the scheme should be formalised under WPC. It was **RESOLVED** that Cllr Durden Moore will canvass options of the current wardens and report back at the next meeting.

**(ii) PC21/036** Cllr Bulpett explained that there was money left in a fund that could only be spent on Covid related schemes, it was **RESOLVED** that the drivers from the hot meals scheme should receive a payment towards fuel costs.

**(h) Manor Waste**

**(i) To receive an update on the planned events from No2 for 2021**

**PC21/037** It was NOTED that the summer event had changed date from 24/07/21 to 14/08/21 and a new event 'Octoberfest' had been booked into 8<sup>th</sup>-10<sup>th</sup> October. The Clerk reported that a complaint regarding the No2 events had been received, this had been dealt with from the office.

**(ii) To consider a request to extend the outdoor seating arrangements for Rumsey's**

**PC21/038** It was **RESOLVED** to extend the current arrangements for Rumsey's using the manor waste subject to the understanding that the area was not to be used on market days. It was noted that No2 had also been using the manor waste and a similar agreement needed to be in place.

**18. June 2021 Parish Council Meeting**

**PC21/039** The date of the next meeting was confirmed 1<sup>st</sup> June 2021 at 7.30pm and would take place at St Anne's Hall.

**19. CONFIDENTIAL ITEMS**

**PC21/040** A recommendation from the staffing committee was **RESOLVED**

**20. CLOSURE OF MEETING**

**PC21/041** As all business was transacted the meeting was closed at 9.43pm.

Signed by *S. Bulpett*

Chairman to the Parish Council

Date: 01/06/2021