



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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PARISH COUNCIL MEETING AGENDA
Tuesday 5th March 2024 at 7:45pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington, Williams and Worth

To all Committee 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 – page 3**
Consideration of approval of minutes of the meeting on 6th February 2024.
- 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 – page 10**
- 8) **FINANCE AND PAYMENTS – page 13**
 - 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](#), [Balance Sheet](#) and [EMR reports](#) - **pages 14, 19 and 20**
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
 - a) **HS2 Mitigation Action Group – page 21**
 - b) Wendover Business Group
 - c) Parish Council Surgeries

- d) Other groups

10) REPORTS FROM COMMITTEES

a) PLANNING

- i) To note the draft [minutes](#) of the meeting on 20th February 2024 – **page 22**

b) FINANCE

- i) To note the draft [minutes](#) of the meeting on 20th February 2024 – **page 25**

11) REPORTS FROM WORKING GROUPS

a) [Transport Working Group](#) – **page 29**

To receive an update from the Transport working group and consider:

- i) Approving proposed locations for streetlight charging posts and authorise Buckinghamshire Council to use those lamp posts in the trial
- ii) Approving a response to the EV only charging bays for streetlight charging points.
- iii) To authorise the working group to progress a project to undertake traffic surveys on the Wharf Road Schools Campus with the aim of improving the traffic situation.

b) Open Spaces Working Group

To receive an update from the working group.

c) Sustainability and Biodiversity Group

To receive an update from the working group.

d) Strategic Planning Steering Group

To receive an update from the working group.

12) OTHER ITEMS

a) [Buckinghamshire Council Parking Charges Review](#) – **page 31**

To note the review and consider the Parish Council response including a follow up letter for further information.

b) [Transfer from EMR for CLAW wildbelt gate](#) – **page 34**

To transfer fundraised monies into the appropriate EMR

c) [Post lockers at Budgens](#)– **page 35**

To allow Budgens to use a small part of the Manor Waste to install post lockers in return for a share of the locker income, to be used to support the community grants budgets.

d) [Devolved Services](#)– **page 37**

To consider the new devolved services agreement and authorise the office to enter negotiations about its terms.

13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 2nd April 2024 at St Annes Hall.

14) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 1st Feb 2024

WENDOVER PARISH COUNCIL

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

Present: Councillors Ballantine, Goodall, Lloyd-Evans, O'Donnell, Porter, Thornton, Wales, Walker, Williams (Chair) and Worth.

In attendance: Buckinghamshire Councillors Strachan and Bowles

Clerk: Andy Smith

Members of Public: 15

APOLOGIES FOR ABSENCE

PC23/257 Apologies were received and **ACCEPTED** from Cllrs Gallagher, Standen and Washington – Apologies were noted from Buckinghamshire Councillor Newcombe

DECLARATIONS OF INTEREST

PC23/258 It was noted Councillor Worth is a trustee of the community library and would not vote on item 12a

MINUTES

PC23/259 The minutes of the Parish Council of 9th January 2024. were **RESOLVED** as a true record to be signed by the Chair.

CHAIRS ANNOUNCEMENTS

PC23/260 The next Councillor surgery is on the 15th February at the Library, Cllr Worth answered the call for extra volunteers to staff the stall.

PUBLIC PARTICIPATION

PC23/261 A member of the public highlighted the Halton SPD response but there are a few queries and ask for the support of the Council. The relatively short length of time of the consultation was a concern as it is such a big impact on the area. As Buckinghamshire Council will consider the decision at Council in April – there is concern that it gives no time to follow up on any issues raised in the consultation. Finally, the Consultation is not available to read at the Wendover library which seems a significant oversight.

PC23/262 A member of the public requested that the 3 minutes allowed should be extended so people can have longer to talk, however it was explained that with the number of views to be heard we had to stick to our standing orders to get a wide range of views.

PC23/263 A member of the public wanted to support the paper to turn off the street lights and also wondered if could engage the business group regarding turning off some of the shop lights as some are very bright and not really necessary.

PC23/264 It was requested by a member of the public that the library paper be brought forward on the agenda and that was agreed.

PC23/265 A member of the public thanked the Clerk for the work in bringing together the response paper. This person uses the library and wants to see improvements. The member of the public has put together their thoughts in a letter, and thoughts of the others they have spoken to. This has

been sent round to the Councillors. The project has been going on for 2 years plus and a substantial commitment. Going ahead Buckinghamshire Council should ensure the full details of the project should be disclosed – budgets and design and there should be public meeting. This is important and people should know the score.

PC23/266 Buckinghamshire Councillor Bowles stated he was fully supportive of the Library. The issue is that the materials costs have escalated and that is the main driver of the costs. It would be a great community hub for Wendover. If the total scheme was not implemented, then this would be a loss to Wendover.

PC23/267 A member of the public outlined they had followed the library project closely. The loan idea has been considered in the past, but the Council should also consider the reserves as why should we have reserves if the community needed the money. They stated that if the consultation would cause delay to the project then the Parish Council should lead rather than follow because of timescales.

PC23/268 Councillor Strachan talked to the Halton Wood SPD. There is no doubt that Halton has a huge impact on Wendover and also that the development is vital if RAF Halton is to close. For planning we have to make the assumption that Halton will close. The SPD is a detailed document. It has been worked through with Halton PC who support it as it stands. However, it is essential that everyone puts their input into that consultation. When these initial comments are considered and put into the next version of the SPD that is when it is the time for Wendover Parish Council to engage.

PC23/269 It was noted that if Halton doesn't close in 2027 but significantly later will the SPD be reviewed as that is one of the current assumptions made by the SPD.

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/270 Councillors had nothing to add over the comments made in the public participation. But welcomed any questions from the Parish Council. None were asked at this time.

CLERKS REPORT AND CORRESPONDANCE

PC23/271 The report was noted.

FINANCE AND PAYMENTS

a) Payments to consider.

PC23/272 The payments to consider, totalling £23,895.95, were **RESOLVED** and signed.

b) Latest financial reports

PC23/273 The financial reports were noted and Councillors were happy with the financial position.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC23/274 There are still concerns about the detour on the Ellesborough Rd. The group are looking into the possibility of some parking being incorporated into the scheme for the long term benefit of residents.

PC23/275 There are concerns about ground water levels and flows towards Stoke Mandeville to be monitored and resolved

b) Wendover Business Group

PC23/276 The last meeting had a relatively poor turnout and the businesses are finding difficult to commit time to the meetings. They are now looking at meetings every 2 months.

c) Parish Council Surgeries

PC23/277 There were two direct enquiries – one relating to street lighting, presented in the paper later in the meeting and one concerned about speeding on South St

d) Other groups

PC23/278 Meeting of the Memorial Hall committee – the hall is working well for the community.

PC23/279 Wendover Community Car – looking to replace the car next year and will be asking for a grant next year to support that.

REPORTS FROM STANDING COMMITTEES

a) PLANNING

PC23/280 The draft minutes of the meeting on 9th January 2024 were noted.

PC23/281 The response to the SPD was discussed – it was noted that there is a meeting with the Chair of Halton PC after the half term to try and join up the response.

PC23/282 It was **RESOLVED** to give the authority to liaise with other Parish Councils on the response and that the office and Chair would lead on that process.

PC23/283 Whilst there will be amendments to make based on engagement with other Parish Councils and feedback from residents it was noted that the draft presented in the papers was a good response and the basis of our final submission. It was **RESOLVED** to give the authority for the Planning Committee to approve the final version of the response which will be submitted after the meeting on the 20th February.

PC23/284 It was noted that all residents are encouraged to make their own personal submissions to the engagement and attend the drop in session at Halton Village Hall 2pm – 8pm on the 21st February

b) AMENITIES

PC23/285 The draft minutes of the meeting on 23rd January 2024 were noted.

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC23/286 It was noted that channels in pavements for charging cables were being installed tomorrow in 3 locations. The project has identified some locations for streetlight charging and this will be circulated to Council. The project wants to create EV parking only bays by the lamppost charging points. It was noted that this may be an issue for residents.

b) Open Spaces Working Group

PC23/287 It was noted that because we had not called on the funds for the skatepark from the Community Board we no longer have the funding of £25k for the skatepark. We are welcome to reapply when we have planning permission but the current maximum grant is £15k.

c) Sustainability and Biodiversity Group

PC23/288 There was a successful first meeting which focused on forming the group and setting out workstreams.

d) Strategic Planning Steering Group

PC23/289 The meeting notes have been previously circulated. The next steps are to consult with stakeholders and Councillors will be asked to support that process.

OTHER ITEMS

a) Wendover Library

PC23/257 It was noted that the Finance chair was not in attendance but had the view that we don't have vast reserves and that borrowing £150k will in effect wipe out the reserve so the Council should be cautious in its considerations. It was also noted that if the council office does move – the clock tower is a significant community asset that should require equal consideration. The Parish Council do have to consider the value for money. This is a lot of money it is a once in a lifetime opportunity to deliver a community library. We are custodians of the money and resources for the people of Wendover. However this would have benefit for future generations and therefore we should at least explore this opportunity.

PC23/258 The budgets for the scheme were noted. It was further noted that if the Arts Council funding is not spent by Mar 25 then the funding will be lost. There are two potential schemes that could be delivered. The full scheme with the new entrance space as originally proposed and a "fallback" scheme which sets out a good refurbishment of the space (including the new Children's section). The financial gap between those two schemes is £150k. Unfortunately time means there is no opportunity to plan and draft a "third way". However, the full project has a landscaping and outdoor element that could be completed as a discrete project at a later stage and this could be fundraised for separately.

PC23/259 It was noted that a public meeting would be a quicker way to engage with more people in a meaningful way than a survey.

PC23/260 It was **RESOLVED** that the Parish Council should investigate this opportunity (without obligation) and authority was given to the office and Chair to make the necessary consultations to present back to Council.

PC23/261 It was **RESOLVED** to give authority to the office and the Chair to explore the moving of the Parish Council office from the Clock Tower to the Library

PC23/262 It was **RESOLVED** to give the Clerk and Responsible Finance Officer and Chair of Finance to research the financing of the Library project.

PC23/263 It was **RESOLVED** that the public consultation should be in the format of a public meeting to ask the question if the public are happy with the Parish Council spending the money. It was **RESOLVED** to give the office the authority to organise the meeting, potentially based in the Library

PC23/264 It was **RESOLVED** that the final decision should be made at an extraordinary Parish Council meeting on 26th March 2024

b) Wendover News

PC23/265 The Council sought reassurance about why the funding was needed and satisfied itself that more won't be needed in the future. It was noted that cash was used from Wendover News Ltd to setup the volunteers and get the new structures in place and so there is no cash to hand over to the new corporate entity which is a CiC. It was further noted that the crowdfunding is still ongoing, and a subscription model has been investigated but rejected. It was noted that Wendover News is a vital community asset that is not looking to make money; but to add value to the community. The publication is still aiming to keep the advertising rates low so that local businesses and sole traders can afford to keep advertising.

PC23/266 It was **RESOLVED** to pay Wendover News £5000 from the Major Grants budget line and that whilst this would take that line over budget we were within the Section 137 payments limit and cost savings in other lines would cover this overspend.

c) Rifle Club

PC23/267 It was noted that any agreement would set out the responsibility for the Rifle Club to fully maintain the hedge, allow reasonable access by Wendover Parish Council and return the ground to its current state should the lease no longer be renewed. It was **RESOLVED** to authorise the office to draft an amendment to the lease and for this to be circulated for comment before being signed by the Clerk as Proper Officer.

d) Summer Placement roles

PC23/268 It was noted that this was a pilot project and it was **RESOLVED** to recruit and implement the two project roles as set out in the paper to work over summer 2024.

e) Make Wendover Smile

PC23/269 It was **RESOLVED** to implement the project in line with the budget of £980 as set out in the paper

f) Streetlights

PC23/270 It was noted that turning off the streetlights reduced energy consumption, reduced light pollution and impact on wildlife and reduce costs to the Council. It was further noted that in areas where lights had been switched off there had been no increase in crime or Anti Social Behaviour, and in some cases, there had been a reduction.

PC23/271 It was **RESOLVED** to authorise investigations into identifying which lights could be turned off with 9 votes for and 1 vote against the motion

PC23/272 It was **RESOLVED** to authorise a public consultation on part night lighting with 9 votes for and 1 vote against the motion

PC23/273 It was **RESOLVED** to research a bulb replacement plan that uses amber LED (below 3000k) and authorise Amenities committee to consider that plan.

DATES OF FUTURE MEETINGS

PC23/274 To note the next Parish Council meeting **Tuesday 5th March 2024**. Agenda items must be with the Clerk strictly by 9am **Monday 26th February**.

CLOSURE OF MEETING

PC23/275 As all business was transacted the meeting was closed at 9.27pm

Signed by
Chair to the Parish Council

Date:

DRAFT

PAYMENTS TO CONSIDER		Feb	Parish Council 06/02/2024
BACS			
Date	To	Amount	Payment for
08/02/2024	Val Mayland	£80.00	Cleaning
08/02/2024	Marley Design	£337.50	Web and communications
08/02/2024	Numbers	£72.00	Payroll Services
08/02/2024	Salaries	£9,156.67	Monthly Salaries Bill
08/02/2024	LGPS	£880.29	LGPS Pension Costs
08/02/2024	HMRC	£3,486.20	Payroll Tax and NI
08/02/2024	Phoebe Sharps	£25.00	Eye test (re DSE policy)
08/02/2024	Andy Smith	£70.90	Eye test and contribution towards glasses (re DSE policy)
08/02/2024	Sparkx	£2,292.60	Light repairs 347, 69, 72, 24, 43 (missing previous inv)
08/02/2024	Sparkx	£1,186.80	Light repairs 38, 33, 73
08/02/2024	Sparkx	£1,316.26	Christmas lights - final invoice
08/02/2024	Mediaport	£24.00	Wendover wildbelt sign name change
08/02/2024	Chinnor Silver Band	£250.00	Carols round the tree
08/02/2024	Smith of Derby	£334.80	Annual clock service
08/02/2024	Sparkx	£601.80	Light repairs 388, 477
08/02/2024	Sparkx	£367.80	Credit note for duplicate repair invoice 5180
TOTAL BACS AMOUNT		£19,747.02	
CARD			
Date	To	Amount	Payment for
26/02/2024	Adobe	£19.97	Acrobat Pro plan
13/02/2024	Lebara Mobile	£5.00	Office mobile phone
05/02/2024	Suffolk Marine Safety	£59.63	replacement throwing lines for pond as per H&S report
31/01/2024	Budgens	£22.17	Office supplies
24/01/2024	Land Registry	£6.00	hedge enforcement search
28/01/2024	Amazon Business EU	£9.86	Laminating pouches
29/01/2024	Amazon Business EU	£5.80	Fountain pen ink cartridges
02/02/2024	Amazon Mktplce	£20.97	Sunflower magnets (noticeboard Make Wend Smile)
04/02/2024	Amazon Mktplce	£9.99	Lock for playpark gates
TOTAL Debit Card AMOUNT		£159.39	
DD/SO			
Date	To	Amount	Payment for
3 Feb 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Feb 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 Feb 2024	BE FUELCARDS LTD	£361.07	BP Fuel Card
7 Feb 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
12 Feb 2024	SMART PENSION LTD	£835.64	SMART pension contributions
15 Feb 2024	BG LITE	£55.77	Manor Waste Electricity
15 Feb 2024	BG LITE	£543.92	Clock Tower Electricity
15 Feb 2024	BG LITE	£61.12	Site Safe Electricity
19 Feb 2024	DRAX ENERGY SOLUTI	£1,271.53	Street Lighting Electricity
02/03/2024	BUCKS COUNCIL RECE	£62.75	Waste Container emptying
16/02/2024	CASTLE WATER LTD	£63.58	Clock tower water - previous months DDs not collected and this is being investigated
17 Feb 2024	BT GROUP PLC	£128.47	Clock tower phone/broadband
TOTAL DD & SO		£3,989.54	
TOTAL PAYMENTS		£23,895.95	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

These are the issues and correspondence that have been dealt with by the office and not covered on the agenda. Again, is a fair statement that the agenda items have certainly occupied most of my time since the last meeting.

Formal Complaint

We have received a formal complaint and the process has been followed as set out in the policy. The investigating officer was the Clerk and the report is due to be issued to the complainant on Friday 1st March. Nothing more can be said about the process in case there is an appeal and it comes to the Council.

Library Meeting

As per the previous meeting we have been progressing the Library proposal and the presentation for the consultation. We have already had enquiries into the office about the meeting and if the presentation and consultation would be available online to those who can not attend. This shows how important the Library is to local people.

Since we have started the work on the library, Buckinghamshire Council has received more information on the project and it is not good news. The project costs have increased further. The costs are now as follows:

- £180-£230k for the extension
- £45k for external landscaping
- Estimate for works to incorporate the Parish Council offices £20k

This gives an estimated potential shortfall of £295k for the full works. This is a significantly different proposition than originally anticipated but still within the capabilities of the Parish Council. The business case of creating a central hub for Wendover still stands and the benefits to the local community still remain. However, the investment required is more significant than expected. We are currently calculating the total costs of this if we are to borrow the money. This will all be circulated to Council and discussed at the public forum. It will also be available on the website for public comment.

Halton Response

The final response distributed to Councillors was sent to the Buckinghamshire Council planning team on Tue 27th February. A copy of the document that was sent is available on the website and we have posted on social media our response. We are still happy to forward any other comments onto the planning team but the consultation deadline will be closed by the time of the Parish Council meeting.

Planning Forum

The Clerk attended an online Buckinghamshire Council update on planning on Tue 27th Feb. When the slides are available, they will be distributed to Councillors.

Flagstone reference

The office is getting a lot of references for the Flagstone account from other Parish Councils. I am always happy to help and talk to other councils about our experience. In the recent case it proved useful in that the discussion included a talk about user access and control. The account is set up so that money can only be transferred between the WPC current account and the Flagstone account so is secure. However, you cannot add additional users in case I get run down by a bus tomorrow. Therefore, as part of our business continuity planning, we are addressing access to the Flagstone account.



Funding applications

After the decisions made by Finance I have been working hard to inform and liaise with the organisations submitting grants. As many have been asked for additional information I have been working with them to provide the necessary information for full council.

Meetings with residents – Library and Car Parking charges

I have met with a number of residents to collect their views and discuss the Library, the Halton SPD and the Car Parking charges. Some of these meetings with the Chair. The comments have been passed on or merged into the documents we have produced and have helped the Council form a wider view of the issues we are currently facing.

HS2 Construction

As well as the regular fortnightly meetings we have supported the passing on of a complaint from residents in Nash Lee about late night noise. This was coming from pumps running on and has hopefully now been dealt with.

Staff and Councillor ID cards

Staff and Councillor ID cards have had the artwork produced and have been sent off to be made up. We will also get holders and lanyards. This will principally help when Councillors attend public events and surgeries. It will also support the staff, in particular the Estates team when they are on site undertaking work or inspections.

Discrepancy in LGPS figures

There has been a small discrepancy in the LGPS figures in that we seem to be paying a small percentage under what our employer contributions should be. It is a matter of a few tens of pounds over the course of 11 months but I am working with our payroll provider to find out where the discrepancies have crept in. It is a strange situation in that the individual monthly figures seem correct, but the cumulative year total isn't, but yet it is not small enough to be a rounding error. Because of the small level of the error there is no significant financial or legal risk to the Council but it is something that I do want to get to the bottom of as soon as possible.

Student recruitment

Our student recruitment is open and we have multiple applications for each role. Unfortunately some of the applicants believe it to be a full time role and some are international students that will have to demonstrate that their visa allows them to undertake the role but we still have plenty of time and a healthy candidate pool.

Vandalism

Sadly, over the half term there was a dramatic spike in vandalism. Unfortunately the repair costs of some of the damage will not be insignificant. The CLAW Wildbelt has become a focus for a lot of activity with it acting as a place to socialise. The water harvesters were significantly damaged but thankfully the estates and grounds team were able to repair and bolster the harvester against future damage, but it still remains susceptible to damage. The Hampden shelter has been experiencing fires, again it looks like the shelter is a focus for people to gather around and the fire is a part of that social ritual. The lock was removed from the storage space at the back of the shelter and this had to have been done with professional tools because of the state it was found in. Thankfully the secondary door lock held. There is nothing of significant value in there but the damage repair would be costly if the door had to be replaced. The notice boards at Ashbrook park have been smashed and the damage is most likely to have been done with a hammer or similar tool with equivalent force. There has also been door kicking and fence damage occurring around the Witchell that the police are investigating.



The young people are literally coming “tooled up” to our open spaces; bringing power tools to aid them in their exploits. Sadly, without having something positive to channel their energies we are having to focus on engaging with the police to prevent this from happening. The police already understand who some of the ringleaders are but have to try and catch them in the act.

Wendover Society - Panel Presentation

I have been invited to a dinner and to be part of a panel on the changes at Halton Woods, for the Wendover Society. I will keep Council updated with what I will be asked to speak on and provide a report of the event.

Hilux Service

The Hilux has had its routine service but the service failed to wash and clean everything as a part of the service so we will undertake that work – we have been promised an extra special valet next time it is in!

Office laptops and IT

The office had 5 laptops that were in previous use, but with only 2 members of staff they were just held in storage. Of those, two of the laptops were over 10 years old and no longer serviceable. It was agreed to dispose of those two laptops with the hard drive data made secure. In this instance both hard drive units were removed and smashed with a lump hammer as this was the cheapest and most effective way to undertake a secure wipe! The disposal will be noted at the next Finance Committee.

Of the remaining 3 laptops, one was fine to use as in the condition it was. The remaining two were upgraded with the latest SSDs to bring performance and storage up to a suitable specification to use as desktop machine. This will mean we have two machines for our summer project roles that can be linked to a shared drive which we can all access to copy essential documents and save their project work on.

Witchell Annual Return

The Witchell annual return has been submitted to the Charities Commission and this has been discussed in the Witchell Trustees meeting.

Invoicing system

I have developed a new invoicing system, which has been set up via a formula ridden excel spreadsheet. The system will track all income due to the Council and is able to give a report of all current debtors in one location and also track and prevent any bad debts. This addresses some of the observations on our internal audit and will help me in my RFO duties

Castle Water

It seems that our direct debit with Castle Water has gone from a fixed annual to a variable monthly, however, it no longer seems to be functioning. Despite highlighting this twice to the company they failed to believe me and we are accumulating debts with the company. We currently owe £63 on one account and are in credit on another account.

Parking Review Implementation

The parking review implementation is in progress with lines appearing around Wendover. This has been advertised on social media and on the web with the response being mixed at best. I have sent a letter via one of our ward Councillors to the cabinet member for Transport asking how the work is being funded. Some of the lines are being refreshed as well as lines being added as a result of the review and we need to be clear that the Community Board are only funding our portion of the work. To date there has been an acknowledgement of the letter but not a response.



ITEM 8b – FINANCE REPORTS

The finance reports show the situation as at 26/2/2024. It does not include the current payments to consider. However, it does include the Jan Salaries and salary costs, which are scheduled through the bank for a set date and entered onto the finance system in advance for the date they are due to come out (last day of the month).

The story painted by the numbers remain the case that there are some budget line variations but we have managed to make savings to cover overspends so the financial year will come in on target.



26/02/2024

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 26/02/2024

Month No: 11

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
100 Amenities Income								
1000 Allotment Rent	0	1,743	1,630	(113)			106.9%	
1005 Charter Fair	0	220	220	0			100.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	53	718	2,000	1,283			35.9%	
1022 Markets - Weekly Market	888	10,660	10,660	0			100.0%	
1030 Other Rental (Ashbrook)	50	1,198	2,045	848			58.6%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	0	1,601	2,000	399			80.0%	
1260 Xmas event income	0	1,446	500	(946)			289.1%	
1261 Rifle Club Lease	0	100	100	0			100.0%	
1262 Fundraising income	1,709	3,509	0	(3,509)			0.0%	
Amenities Income :- Income	2,700	40,617	37,597	(3,020)			108.0%	0
Net Income	2,700	40,617	37,597	(3,020)				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	1,097	5,078	6,000	922		922	84.6%	
4109 Promo Materials	50	996	500	(496)		(496)	199.2%	
4110 Entertainment & Events	0	1,963	5,000	3,037		3,037	39.3%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	0	4,400	5,000	600		600	88.0%	
4113 HS2 Public Meeting	0	889	0	(889)		(889)	0.0%	
4122 Markets - Local Produce	250	425	500	75		75	85.0%	
4124 Markets - Business Rates	0	898	1,500	602		602	59.9%	
4125 Markets - Water	0	62	50	(12)		(12)	124.0%	
4126 Markets - Electric	53	397	300	(97)		(97)	132.5%	
4130 Quiz	0	40	100	61		61	39.5%	
4132 Christmas Celebration Event	0	2,679	2,500	(179)		(179)	107.2%	
Events Expenditure :- Indirect Expenditure	1,450	22,006	21,950	(56)	0	(56)	100.3%	3,667
Net Expenditure	(1,450)	(22,006)	(21,950)	56				
6000 plus Transfer From EMR	0	3,667						
Movement to/(from) Gen Reserve	(1,450)	(18,339)						
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%	

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Detailed Income & Expenditure by Budget Heading 26/02/2024

Month No: 11

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
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
Highways Expenditure :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>3,750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(3,750)</u>	<u>(3,750)</u>				
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	1,060	10,459	13,000	2,541		2,541	80.5%	
4305 Maintenance	3,903	18,775	7,000	(11,775)		(11,775)	268.2%	
4315 New Columns (not LEDs)	0	2,900	7,000	4,100		4,100	41.4%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<u>4,962</u>	<u>32,134</u>	<u>28,500</u>	<u>(3,634)</u>	<u>0</u>	<u>(3,634)</u>	<u>112.8%</u>	<u>0</u>
Net Expenditure	<u>(4,962)</u>	<u>(32,134)</u>	<u>(28,500)</u>	<u>3,634</u>				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	0	858	2,050	1,192		1,192	41.8%	
4405 Maintenance - Fences, etc	0	1,372	1,500	128		128	91.5%	
4410 Maintenance - Groundworks	(321)	3,496	5,000	1,504		1,504	69.9%	
4415 Maintenance - Inspections, etc	0	90	1,800	1,710		1,710	5.0%	
4416 Pond Works	50	50	1,500	1,450		1,450	3.3%	
4417 Tree Works	1,550	5,750	2,500	(3,250)		(3,250)	230.0%	
4418 Tree Inspections	0	1,680	1,800	120		120	93.3%	
4421 Orchard Maintenance	0	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	370	9,390	10,000	610		610	93.9%	
4430 Mower Maintenance	0	2,399	2,000	(399)		(399)	120.0%	
4440 Play Equip - Repairs & Maint	8	4,777	8,000	3,223		3,223	59.7%	
4450 Premises - Garage Rent	135	1,485	1,620	135		135	91.7%	
4455 Premises - SiteSafe Electrics	58	126	200	74		74	63.1%	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	0	188	300	113		113	62.5%	
4475 Misc - Fuel	301	3,196	3,000	(196)		(196)	106.5%	
4480 Misc - Materials & Tools	154	837	2,500	1,663		1,663	33.5%	
4481 Machinery/Tool Service Repair	0	388	3,500	3,112		3,112	11.1%	
4485 Misc - Protective Clothing	103	505	400	(105)		(105)	126.2%	
4490 Misc - Refuse Bins	83	826	1,200	374		374	68.8%	
4495 Misc - Sundries Recreation	21	256	1,000	744		744	25.6%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<u>2,513</u>	<u>38,548</u>	<u>50,970</u>	<u>12,422</u>	<u>0</u>	<u>12,422</u>	<u>75.6%</u>	<u>0</u>
Net Expenditure	<u>(2,513)</u>	<u>(38,548)</u>	<u>(50,970)</u>	<u>(12,422)</u>				

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Detailed Income & Expenditure by Budget Heading 26/02/2024

Month No: 11

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
200 Finance & General Income								
1205 Witcheil Trust Grant	0	195	200	5			97.5%	
1210 Interest Received ex Deposits	0	1,815	2,000	185			90.8%	
1215 Miscellaneous Income	1,113	1,675	0	(1,675)			0.0%	
1250 Precept Received	0	359,078	359,078	0			100.0%	
1266 VAHT Streetlight Income	0	853	600	(253)			142.2%	
Finance & General Income :- Income	1,113	363,616	361,878	(1,738)			100.5%	0
Net Income	1,113	363,616	361,878	(1,738)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	1,526	2,000	475		475	76.3%	
4550 Communications - Publicity	925	6,363	5,750	(613)		(613)	110.7%	
4555 Communications - Website	113	2,359	1,500	(859)		(859)	157.3%	
4560 Financial - Bank Charges	0	494	580	86		86	85.2%	
4565 Financial - Fees - Audit	0	290	2,300	2,010		2,010	12.6%	
4570 Financial - Fees - Legal	0	606	2,000	1,394		1,394	30.3%	
4575 Financial - Insurance	0	7,111	5,940	(1,171)		(1,171)	119.7%	
4580 Financial - Software	0	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	112	1,327	1,600	273		273	83.0%	
4620 Office - Copier	0	1,053	1,750	697		697	60.2%	
4621 Office - Equipment - Expend	174	3,315	5,500	2,185		2,185	60.3%	
4625 Office - Equipment Capital	0	450	1,000	550		550	45.0%	
4630 Office - Postage & Stationery	21	352	500	148		148	70.4%	
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	453	2,328	2,000	(328)		(328)	116.4%	
4655 Office - Utilities - Water	64	126	150	24		24	83.9%	
4660 Property Mgt - Clock Tower	424	1,724	2,000	276		276	86.2%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	230	313	5,000	4,687		4,687	6.3%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	36	1,910	2,000	90		90	95.5%	
4690 Misc - Chairman's Expenses	0	473	1,200	727		727	39.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	125	665	1,200	535		535	55.4%	
4700 Misc Sundry Expenses Finance	55	471	500	29		29	94.1%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	96	117	3,000	2,883		2,883	3.9%	
Finance & General Expenditure :- Indirect Expenditure	2,826	33,401	51,245	17,844	0	17,844	65.2%	0
Net Expenditure	(2,826)	(33,401)	(51,245)	(17,844)				

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Detailed Income & Expenditure by Budget Heading 26/02/2024

Month No: 11

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 - inc S137 exp								
4585 Grant - Churchyard - not S137	0	7,000	7,000	0		0	100.0%	
4586 Grant - Youth Centre -not S137	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major - S137	5,000	20,000	15,000	(5,000)		(5,000)	133.3%	
4611 Grants Out - Minor - S137	0	2,270	5,000	2,730		2,730	45.4%	
Grants out - inc S137 exp :- Indirect Expenditure	5,000	36,270	34,000	(2,270)	0	(2,270)	106.7%	0
Net Expenditure	(5,000)	(36,270)	(34,000)	2,270				
320 Staffing								
4800 Staffing - Amenities - Wages	5,649	65,121	71,563	6,442		6,442	91.0%	
4801 Staffing - Amenities - NIC	570	6,564	6,580	16		16	99.8%	
4802 Staffing - Amenities-Pension	796	8,637	10,193	1,556		1,556	84.7%	
4810 Staffing - F&G - Wages	6,313	69,513	97,586	28,073		28,073	71.2%	
4811 Staffing - F&G - NIC	669	7,426	8,952	1,526		1,526	82.9%	
4812 Staffing - F&G - Pension	312	3,442	6,196	2,754		2,754	55.5%	
4816 Staffing F&G Student Loan	49	450	0	(450)		(450)	0.0%	
4845 Payroll Charges	60	660	750	90		90	88.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	0	3,218	3,000	(218)		(218)	107.3%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	22	193	240	47		47	80.4%	
Staffing :- Indirect Expenditure	14,441	168,606	209,060	40,454	0	40,454	80.6%	0
Net Expenditure	(14,441)	(168,606)	(209,060)	(40,454)				
980 Amenities EMR projects								
9108 EMR - Skate Park	0	617	0	(617)		(617)	0.0%	617
9110 EMR - Clock Tower Fountain/wal	0	14,096	0	(14,096)		(14,096)	0.0%	14,096
9111 EMR - Site Safe Insulation	0	5,056	0	(5,056)		(5,056)	0.0%	5,056
9115 EMR - HS2 Funded Pond Works	0	9,440	0	(9,440)		(9,440)	0.0%	9,440
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	0	6,350	0	(6,350)		(6,350)	0.0%	6,350
9127 EMR - New Christmas Tree Light	0	8,397	0	(8,397)		(8,397)	0.0%	8,397
Amenities EMR projects :- Indirect Expenditure	0	44,387	0	(44,387)	0	(44,387)		44,387
Net Expenditure	0	(44,387)	0	44,387				
6000 plus Transfer From EMR	0	44,387						
Movement to/(from) Gen Reserve	0	0						

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Detailed Income & Expenditure by Budget Heading 26/02/2024

Month No: 11

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
Grand Totals:- Income	3,812	404,233	399,475	(4,758)			101.2%	
Expenditure	31,192	375,353	399,475	24,122	0	24,122	94.0%	
Net Income over Expenditure	(27,380)	28,880	0	(28,880)				
plus Transfer From EMR	0	48,054						
Movement to/(from) Gen Reserve	(27,380)	76,934						



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Wendover Parish Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 26/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	2,760	
200	Current Bank Account	19,925	
202	Flagstone	261,251	
	Total Current Assets		284,140
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,770	
	Total Current Liabilities		1,770
	Net Current Assets		282,370
	Total Assets less Current Liabilities		282,370
	<u>Represented by :-</u>		
300	Current Year Fund	13,080	
310	General Reserves	172,044	
338	Hampden Pond EMR	(1,640)	
339	RAF Freedom Parade EMR	4,333	
346	Clock Tower Fountain and Wall	905	
347	Site Safe Cladding EMR	1,444	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	14,384	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	3,650	
363	Christmas Lights EMR	1,603	
364	Climate Action EMR	5,000	
	Total Equity		282,370



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Wendover Parish Council Current Year

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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
338 Hampden Pond EMR	0.00	-1,639.99	-1,639.99
339 RAF Freedom Parade EMR	0.00	4,333.17	4,333.17
346 Clock Tower Fountain and Wall	15,000.00	-14,095.50	904.50
347 Site Safe Cladding EMR	6,500.00	-5,056.00	1,444.00
356 LGPS Cessation EMR	50,000.00		50,000.00
357 Skate Park EMR	15,000.00	-616.50	14,383.50
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00	-432.50	9,567.50
362 New Cesspit Ashbrook	10,000.00	-6,350.00	3,650.00
363 Christmas Lights EMR	10,000.00	-8,396.70	1,603.30
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>-32,254.02</u>	<u>97,245.98</u>



ITEM 9a – WENDOVER HS2 MAG



HS2 Monthly Report, February '24

Works update

- The Ellesborough Road diversion cannot be brought into service due to UK Power Networks cables that still need to be moved. The old road will be reopened with traffic lights to control use of a single carriageway for an undefined time.
- The “Utility Services Bridge” beside Ellesborough Road has been installed to handle Thames Water pipes, but these cannot be moved until the traffic has been diverted onto the new road.
- The most southerly pier of the Small Dean Viaduct has been completed next to the A413 with the installation of its “hammerhead”.
- The installation of a water main over Folly Bridge is ongoing, but there is no date currently available for the reopening of the PRow between Dobbins Lane and the Station Approach Business Estate.

February WPC activity

- WPC holds fortnightly update meetings with HS2 and EKFB; and raised issues about public use of PRows during proposed works in the fields at the end of Dobbins Lane. EKFB have also agreed to support the “Make Wendover Smile” initiative.
- A WPC Public Meeting is now being proposed in June to provide a half year progress update for the points raised at the November event.
- Nine public issues were handled in the month; mainly resulting from night-time construction noise at Nash Lee Lane and several formal HS2 land access notices for extended surveying work.

Current Issues

- A water issues review was held with EKFB, with updates planned quarterly. While monitoring results are now available the EA is concerned about water levels in the Nash Lee area and is seeking additional monitoring points and extension of the proposed wall around the North Cutting. EKFB’s hydrogeologist reported that an Artesian Well could provide additional water into Hampden Pond, based on his knowledge of local groundwater conditions. However, a formal survey would be needed to establish the feasibility. In the absence of Artesian pressure a pumped well would also work.
- EKFB’s new Community Engagement team are still coming up to speed with Wendover specific concerns, extending the response times for raised issues.
- We are investigating the design of the proposed “catenary” overhead power lines that will be visible above the HS2 track in the light of “rescoping” of the procurement by HS2 to reduce costs.

27th February '24



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 20th February 2024 at 7.00pm St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Ballantine (Chair), Gallagher, Standen, Walker, Williams and Worth

Clerk & Minutes: Andy Smith

Chair: Councillor Ballantine

Members of Public: 3

1. APOLOGIES FOR ABSENCE

P23/182 Apologies were received and **ACCEPTED** from Councillors O'Donnell

2. DECLARATIONS OF INTEREST

P23/183 Cllr

3. PUBLIC PARTICIPATION

P23/184 A member of the public observed some violations of the code of conduct based on Councillors who were resident in areas which planning applications were being made. Not declaring an interest may lead to getting a complaint. The Clerk would circulate the code of conduct to Councillors along with the interpretation of what that means in the planning meetings.

P23/185 It was noted that members of the public had comments for the discussion on the Halton Woods SPD and the chair requested that these public comments be heard at that stage on the agenda – Item 9b.

4. MINUTES

P23/186 The minutes of the Planning Committee Meeting held on 6th February were **RESOLVED** as a true record and the Chair signed the minutes.

5. FINANCE

P23/187 The payments to consider totalling £4858.87 were **RESOLVED** and signed.

6. PLANNING DECISIONS

P23/188 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 20th February 2024 were noted.

7. CLERKS REPORT AND CORRESPONDANCE

P23/189 The report was noted it was noted that the Parking Charges will be discussed at the next Parish Council meeting.

8. PLANNING APPLICATIONS

P23/190 **24/00295/ALB 7 Tring Road Wendover Buckinghamshire**

Listed building application for refurbishment of bathroom. Eliminating modern cupboards, relocating the boiler, relocation and replacement of radiators. Replace the modern staircase and spindles, adding a fitting fire surround, and erecting a partition in the modern kitchen. Replace front door and rewire dwelling (part retrospective)

It was **RESOLVED** that the Parish Council support this application.



P23/191 24/00296/ALB 9 Tring Road Wendover Buckinghamshire

Listed building application to rewire entire property and installation of electric radiators. Adding a fitting fire surround. Erection of a partition in the modern kitchen. Removal of saniflow cupboard. Replace front door. (part retrospective)
It was **RESOLVED** to support this application

P23/192 24/00376/VRC 14A Witchell Wendover Buckinghamshire

Variation of condition 2 (plans) relating to application 22/03192/APP (Householder application for demolition of existing attached garage. Erection of front porch, part single storey and part two storey side/rear extension)
It was **RESOLVED** to support this application

P23/193 24/00401/APP Complementary Health Centre Castle Park Road Wendover Buckinghamshire

Single storey rear extension, internal alterations and external works with retractable canopy, timber fence, gate, ramp to facilitate cafe use.

It was noted that there may be issues with parking, but the business was aimed at visitors to Ashbrook Park who would be there anyway. It was **RESOLVED** to support this application.

P23/194 2424/00490/APP Woodside Little London Wendover Buckinghamshire

Demolition of existing garage and replacement with single storey side extension to create covered swimming pool, extension to balcony, creation of 2no. dormer windows, alterations to front entrance, attached garage at lower ground level, and alterations to driveway (amendment to approval 23/00651/APP)

It was noted that it was in the green belt. It was considered that this was a large addition, but in keeping with the size of the current house and land. It was **RESOLVED** to support this application

P23/195 24/00229/APP 9 Manor Crescent Wendover Buckinghamshire

Householder application for two storey rear and single storey side extension. Dropped kerb. It is a large extension in relation to the original size of the house, there is a tree on the verge but this should remain undamaged. It was **RESOLVED** to remain neutral on this application.

9. OTHER MATTERS

a) HS2

P23/196 Nothing to report

b) CLOSURE OF RAF HALTON

P23/197 A member of the public was invited to comment at this stage endorsed the paper that is being discussed. In the SPD it mentions that the document was shaped by a number of local parish councils including Halton. The member of public feels it is disingenuous to suggest that Wendover Parish Council has had meaningful engagement over the past 2 years. The member of the public further noted that the comments from the Buckinghamshire Councillor state that comments from the current consultation will be put into the SPD and after this stage it would be time for the Parish Council to engage. The member of the public felt that this is a confusing statement. In general they felt that Wendover have not been properly consulted, given the impact on Wendover.

P23/198 Another member of the public was invited to comment and they asked if it was the case that Wendover Parish Council was invited to meetings but did not attend. The Planning Committee did not believe this to be the case.

P23/199 Another comment from the members of the public highlighted that the requirement for consideration of a secondary school is 1100 homes and this development has been split into



2 chunks of 1000. This member of the public believes that it has been done in this way so that there is no obligation to consider a secondary school and this should be addressed

P23/200 A member of the public representing the Wendover Society stated that the society has reviewed the response and is supporting the Parish Council response along with some additional points – of those it is felt that very strongly that infrastructure needs to be built first and not the housing development. There should also be consideration of bin storage and car parking.

P23/201 The following amendments based on feedback from Councillors were discussed:

Add the following comment:

We are surprised that the SPD does not mention the current Halton Community Combined School and how that fits in with this plan. We would like clarity around that element of the plan.

Amend to the following:

More detail of the design of the street network internal to the site and at key junctions operating within vicinity of the site should be provided. The B4009 provides a significant barrier to movement within the development and despite the current underpass being well provided, surface level crossings and changes of carriageway surface material should be considered for inclusion in the SPD.

However, Wendover Parish Council urges caution and a more detailed review of traffic calming measures as in some cases the subsequent congestion at peak times could create gridlock in the local area causing more problems than they solve.

Add

Wendover Parish Council are pleased that the recent upgraded Canal Tow Path is identified amongst the green routes, but the surface was not designed for the usage levels that this development could place on it. A more robust surface such as tarmac would not be appropriate for this route and so the SPD should set out a long-term commitment to maintain this path.

P23/202 The amendments suggested by the members of public were discussed and it was **RESOLVED** to add these to the Councillor amendments. The amendments in their entirety were discussed and it was **RESOLVED** to accept the amendments.

P23/203 The response as amended was discussed and it was **RESOLVED** to authorise the Clerk to make the amendments to the document and send the document as the response from Wendover Parish Council.

10. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA

P23/204 The meeting on Tue 19th March 2024 at 7pm was noted.

11. CLOSURE OF MEETING

P23/205 As all business had been transacted the meeting was closed at 7:26pm

Signed by
Chair to the Planning Committee

Date:



WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting 21st November 2023 at 7:30pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Gallagher (Chair), Goodall, O'Donnell, Walker, Williams, Worth

Clerk and Minutes: Andy Smith

Members of Public: 6

12. APOLOGIES FOR ABSENCE

F23/68 Apologies were received and **ACCEPTED** from Councillors O'Donnell and Goodall

13. DECLARATIONS OF INTEREST

14. MINUTES

F23/69 It was noted that Cllr Williams is becoming a trustee for the Youth Centre and that Cllr Walker's wife was presenting the major grant request for the friends of John Hampden. They would not speak to these grant requests or vote.

15. CHAIR'S ANNOUNCEMENT

F23/70 There were none.

16. PUBLIC PARTICIPATION

F23/71 A member of the public talked about the Lindengate grant application – They fully supported the charity and hopes they do raise the money, but don't feel that this grant should be supported. It was highlighted that they are not in the parish. It was also noted that in the publicly available accounts they have significant reserves and cash balances. Further, it was believed the request did not fit within the Parish Council grant policy which sets out requirements for regional and national organisations unless being able to show that the grant can specifically benefit the Parish. They finished by hoping that they get the money somehow.

F23/72 A member of public mentioned the parking review. They felt that scope of the current works was outside that of the parking review. There are a significant number of existing lines that are being resurfaced/repainted and it is hoped that this is not being paid for by the Community Board. The Clerk would write to the confirm who is funding the current works and report back to Council



17. CLERKS REPORT AND CORRESPONDANCE

F23/73 None to report

18. GENERAL REPORTS

F23/74 **Review of the I&E report, EMRs and balance sheet**

The report was reviewed and noted.

F23/75 **To review the over £500 report and VAT reclaim for Oct – Dec 2023**

The report was reviewed and noted.

F23/76 **To review the bank reconciliations for Nov 2023-Jan 2024**

The report was reviewed and noted.

F23/77 **To note the end of year projection**

The report was reviewed and noted.

F23/78 **To receive an update on project costs up to Jan 2024**

The report was reviewed and noted.

F23/79 **To review the Flagstone account statements**

The report was reviewed and noted.

F23/80 **To review the internal control checklist**

The report was reviewed and noted. It was noted that Cllr Williams would undertake the next batch of transaction sampling and testing.

F23/81 **To receive an update on the LGPS pension fund deficit and cessation value**

It was noted that the latest statement was not yet available and will be forwarded when it is sent to the office.

19. OTHER MATTERS

c) Major Grant Requests

F23/82 **Wendover Canal Trust** – the application is a continuation of the canal access and visibility works and should improve the appearance and there will be additional signage. The work is being funded mainly by the canal and rivers trust. There is some works starting already.

It was noted that the plans had been discussed by the Parish Council previously, but no request for funding had been considered. It was **RESOLVED** to approve this grant request for £5000 and this would be granted under the power in the Public Health Act 1875 s 164.

F23/83 **Lindengate** – The public comments were noted. It was also noted that Lindengate is not in the parish boundary but had received a grant before. It was also noted that the grant policy states that grants are not normally approved for operational expenditure. Whilst the Parish Council fully supports the work of Lindengate it was **RESOLVED** not to award this grant request.



F23/84 Friends of John Hampden School – It was considered that this work should be funded by Buckinghamshire Council but it was agreed that it was not operational expenditure. It was noted that our children are spending so much time indoors and anything that supports the outdoor activities of young people was a positive. It was **RESOLVED** to approve this grant request for up to £5000, based on final costings, to be granted under S137 of the Local Government Act 1972

d) Minor Grant requests

F23/85 It was noted there were no requests.

e) Standing Grant requests

F23/86 Churchyard Committee - It was noted that Churchyard Committee have requested an additional £500 so the request is for £7500 in total. The finance committee considered the application form and noted the use of volunteers for most of the works. It was also felt that £7500 was the rate you would pay for a commercial contractor to undertake the works. It was **RESOLVED** to request a more detailed breakdown before approving the grant. It was further noted at £7500 the current grounds team could employ a part time role to support them and they could undertake the maintenance work. This would need to come back to Parish Council when more information has been received.

F23/87 Wendover Youth Centre – The difficulties being faced by the Youth Centre currently were noted. It was further noted that their figures included salaries in their breakdown and that there is a deficit in the accounts that are publicly available. As the grant should not be for operational costs or to cover any deficit. It was **RESOLVED** to ask for an up to date set of accounts and separate out what the £7000 payment contributes towards. It was noted that the Council wants to support the Youth Centre. This would need to come back to Parish Council when more information has been received.

f) Project Management Policy

F23/88 It was noted that this was very helpful to Council decision making and it was **RESOLVED** to adopt the policy and introduce the Project Information Document format.

g) Transfer fundraised money

F23/89 It was **RESOLVED** to transfer the following monies: £2922.17 from 1262 Fundraising Income to EMR 357 – Skatepark, £1601 from 1214 Christmas Trees to EMR 357 – Skatepark. This is a total of £4523.17 transfer into EMR 357 Skatepark

F23/90 It was **RESOLVED** to authorise the Clerk to transfer any outstanding monies to EMR 357 when they are all collected.



h) LPM 1940s themed event for D Day

F23/91 It was noted that this was being discussed because of an issue of being able to secure the bookings required for the events. The committee **RESOLVED** to approve this event and authorise the Estates and Events Manager to make the bookings.

20. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA

F23/92 The meeting on Tue 21st May 2024 at 7:30pm was noted.

21. CONFIDENTIAL ITEMS

F23/93 It was **RESOLVED** to move the meeting into confidential session (commercially sensitive information)

F23/94 The Manor Waste Lease renewal was discussed and it was **RESOLVED** to accept the new lease and authorise the clerk to sign it off with the leaseholder.

22. CLOSURE OF MEETING

F23/95 As all business was transacted the meeting was closed at:20:20

Signed by
Chair to the Finance Committee

Date:



ITEM 11 a) TRANSPORT WORKING GROUP

BROUGHT BY

Transport Working Group

SUMMARY

To receive an update from the Transport Working Group (TWG) and consider:

- i) Approving proposed locations for streetlight charging posts and authorise Buckinghamshire Council to use WPC owned streetlight columns in the EV Charging trial
- ii) Approving a response to the conversion of parking EV-only charging bays for streetlight charging points.
- iii) To authorise the working group to progress a project, including funding (through the working group EMR) traffic surveys on the Wharf Road Schools Campus with the aim of improving the traffic situation.

PARISH COUNCIL BACKGROUND

The WPC and the Transport Working Group (TWG), including Cllr Goodall and members of CLAW have been engaged with Buckinghamshire Council since March 2023 on the installation of footway/pavements gullies as part of a Trial for Increasing EV update for residents in Buckinghamshire and specifically Wendover in line with their climate and sustainability commitments and ambitions.

DETAILS

The next phase of the trial is to consider the conversion of streetlight columns to allow on-street charging for EVs to occur. As part of this a number of locations have been identified through the TWG. 3 locations were originally proposed on the High Street and following engagement with Cllrs, this has been reduced to 1 location and shifted away from the main High Street to still provide a town-centre location, but now on the Aylesbury Road outside of Costa Coffee. In order for the trial to have the best chance of success, it is proposed that a single space out of the 13 provided in this location has its parking restrictions amended from unrestricted to 'EV-only' parking for the duration of the pilot. There are a number of other locations proposed on the map provided that may be of interest to Cllrs for them to view. Most of these are located around Princess Mary Gate, but an additional space at Ashbrook Park has also been identified.

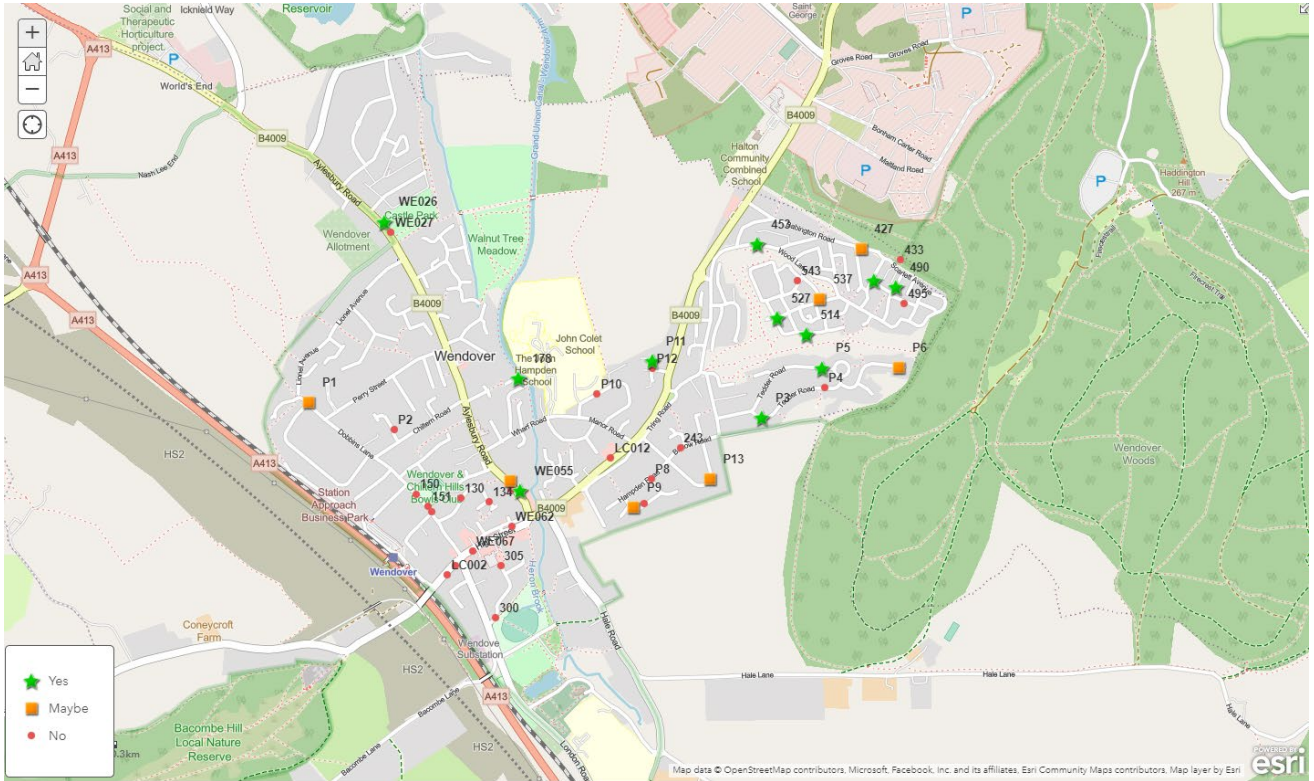
A key priority identified through the TWG was to improve and increase charging facilities for EVs and as such we have been supporting these proposals.

The top priority identified through the TWG was regarding Wharf Road and issues related to access to the school campus during peak pick-up and drop-off time. There has been a significant amount of recorded and near-miss incidents regarding road safety, inappropriate behaviour by parents/carers in vehicles and people gaining unauthorised access to the campus site. There are frequent and consistent poor driver behaviour, inappropriate parking and unfortunately verbal abuse of staff and student representatives that have challenged this behaviour. It is regularly raised at meetings between the schools. Members of the TWG have progressed discussions with the Schools, Buckinghamshire Highways Officers, School Travel Officers and the Community Board to seek solutions over the last 2 years. The next stage in the process is to support the schools in updating their sustainable travel plans to encourage more walking and cycling, which will be performed by TWG members. Following this the TWG propose to undertake traffic surveys to record and document the inappropriate parking that contravenes highway code and count the number of school drop-off/pick-up related vehicle movements to underpin an evidence base that will support future decision



making. The TWG are seeking to gain support from WPC to allocate funding from the Transport EMR to undertake these surveys by a professional, independent 3rd party company and are also seeking matched funding from the Community Board.

Location map is presented below:



FINANCIAL CONSIDERATIONS

- For items i) and ii) there will be no costs to WPC – all costs covered by the Buckinghamshire Council.
- For item iii) we are seeking match funding from the Community Board for up to £2,000 to perform the surveys.

LEGAL AND OTHER IMPLICATIONS

Following the tendering process and agreement on the use of WPC-owned streetlight columns a legal agreement will need to be progressed between the WPC and the operator/Buckinghamshire Council, which will include how costs of energy used will be reimbursed to WPC.

PROPOSAL

- To authorise Buckinghamshire Council to use the specified lamp posts in the EV charging trial as specified in the map
- To agree the location of the EV-only charging bay outside Costa for the purposes of streetlight column trail.
- To authorise the working group to progress a project to undertake traffic surveys on the Wharf Road Schools Campus and bring the tender document to full council for approval



ITEM 12a – BUCKINGHAMSHIRE COUNCIL PARKING CHARGES REVIEW

BROUGHT BY

Chair

SUMMARY

To note the review and consider the Parish Council response including a Freedom of Information request.

PARISH COUNCIL BACKGROUND

- n/a

DETAILS

Introduction

A review of the Buckinghamshire Council Parking Charges has been undertaken. Because of the timescale of the consultation (23rd January to 18th February) Wendover Parish Council was not able to get a fully agreed response into the review, the chair made a personal response.

The Consultation

The consultation was advertised amongst many other news items in a newsletter received by the Clerk with a very limited time frame for responses. The plans will see a removal of the 1 hour free parking (raised to 50p), charges being introduced on Sundays and Bank Holidays (£1.70) and extending of charging times (30 mins extra at the start and end of the day – now 07:00-19:00).

Response from the Chair

The following response was sent by the Chair of the Council to our local Buckinghamshire Councillors:

I am writing to express my deep concern regarding the proposal to remove the one-hour free car parking at Wendover Library Car Park. It has recently come to my attention from Phoebe that Bucks Council is considering this measure, and I feel compelled to voice my objections and wonder if you have any suggestions?

While I fully understand the financial challenges faced by the council and the need to explore various avenues for raising additional funds, I believe that eliminating this free parking provision is not the route to take and will not contribute in any meaningful way. In fact, it could have detrimental effects on our community, particularly on our struggling high street and market.

The main issues I feel are of great concern are:

- 1. Impact on Local Businesses: Free parking plays a crucial role in attracting visitors to our high street and market. By introducing charges, we risk discouraging potential customers from using local businesses and further encourage the use of Amazon, which could exacerbate the existing struggles our local businesses face.*
- 2. Accessibility for Essential Services: Many residents rely on the convenience of free parking when visiting the chemist to pick up their medications or accessing the library. Implementing parking fees could create barriers to accessing these essential services, particularly for vulnerable members of our community.*



3. *Community Resentment: People have grown accustomed to the one-hour free parking provision, and removing it may lead to significant resentment among residents. It is well known that people greatly resent having to pay for a service that was previously available to them at no cost.*

Further updates

The consultation closed on the 18th February

The office have been made aware via a news item on Bucks Radio about the strategy and that Parish Councils could subsidise the free parking if they wanted. There is nothing in the official communications.

On Feb 23rd there is a press release with a link to the strategy already circulated to Councillors.

Impact of the proposed charging strategy

The Parish Council is asked to note the following points:

- The review process may have been legitimate but the way it was implemented meant that we could not properly engage with the Parish and local businesses.
- That we have not seen any evidence as to how this new fee structure makes the service “financially sustainable” and how removal of free parking would impact on parking behaviours and support local economies as quoted in the statement of reasons.
- That this could impact on the usage of the library at a time when the library is looking to expand its value to the community.
- That it could deny residents access to essential local services such as the Chemist and Post Office as well as the Parish Council and Library.
- That the latest version of the parking strategy document was published in a timeframe that could not have taken into consideration any public feedback.

Some of the key local concerns are that:

- With no free parking period the “pick up” and “drop off” traffic will then start to use the street network and illegal parking, or ultimately chose not to use Wendover.
- Free parking supports all local businesses well beyond the value of the potential income to Buckinghamshire Council from the parking fees.
- This could tip some businesses over the edge and they close. The then the loss of business rates would be worth more to Buckinghamshire Council than these fees.
- That the potential fee structure could encourage commuter traffic parking and that this could mean the car park is full before 8am and of no use to the high street
- That the new strategy should be making mention of increasing parking spaces for Wendover as we feel they are needed at peak times.

Further Information

On the basis of the points listed above we feel it is only correct that the Parish Council, local businesses and residents are fully informed about the decisions being made. Therefore, we would like to ask

Buckinghamshire Council for the following information:

- i) An explanation of the consultation dates and why such a short consultation for an issue with potentially large impacts.
- ii) A breakdown of the responses gained from the parking consultation, including the numbers of responses in support, neutral, and against any proposed parking policies. This breakdown should also include any relevant points raised by respondents.
- iii) Confirmation of the communications that were sent about the parking review
- iv) Any evidence or data (such as usage data from the Wendover Car Park) used by the council to support the proposed parking policy.



FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- Wendover Parish Council agrees with the impacts of this new charging strategy.
- To authorise the Clerk to send the request for further information.
- To bring back to Council any further actions required based on the response from Buckinghamshire Council.



ITEM 12b - TRANSFER FROM EMR FOR CLAW WILDBELT GATE

BROUGHT BY

Office

SUMMARY

To approve payment of contributory funding from the Climate Action EMR towards the CLAW Wildbelt entrance gates.

PARISH COUNCIL BACKGROUND

The Parish Council and Amenities have agreed to allow CLAW to install the gates on the Wildbelt. An email conversation shows that the previous Chair of Council had agreed to cover the contributory funding from the CLAW EMR.

DETAILS

To note that when CLAW bid to the Community Board for the split gate for the entrance was made there became a new requirement for contributory funding at that time. Whilst Council were aware of this arrangement there has been no formal resolve to cover this contribution from CLAW.

The gate has now been installed at a cost of £1299.98 with a contribution of £251.88 required.

FINANCIAL CONSIDERATIONS

- This will come from 9128/364 which currently has £5000 available in it.

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- Parish Council pay the contributory amount of **£251.88**



ITEM 12c – POST LOCKERS AT BUDGENS

BROUGHT BY

Office

SUMMARY

To allow Budgens to use a small part of the Manor Waste to install post lockers in return for a share of the locker income, to be used to support the community grants budgets.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Budgens would like to install post drop off and collection lockers as a service to the local residents. The lockers would sit where the old cash point machine used to be and as they will slightly protrude onto the Manor Waste therefore it requires our permission to house them. This is a trial project for Budgens.

The lockers are now a common sight and can be seen at locations such as Dobbies garden centre, outside supermarkets and some train stations. The lockers require power, which will come from Budgens.

Budgens have raised the issue of the conservation area with the company providing the lockers. The company installing lockers have worked in conservation areas before and are aware of the issues..

Budgens are looking at this from the perspective of providing a local service and have agreed to share any surpluses with the Council for us to use to benefit the local community, with a preference for support to local groups.

This is a request to authorise the office to draw up a lease along the same terms as other Manor Waste leases and that the income from the lease goes towards our minor grants budgets so we can invest more into our local community groups.

FINANCIAL CONSIDERATIONS

- This would require changing how minor grants are treated. It will require setting up a minor grants EMR. Income will come into “1030 Other rental” and then receive a resolve to be transferred to the EMR for use by community groups.

LEGAL AND OTHER IMPLICATIONS

A simple lease will be drafted based on other existing leases.



PROPOSAL

- **That the Clerk is authorised to draw up a lease agreement to be circulated for comment by Councillors before signing by Budgens**
- **The Clerk is authorised to create a Minor Grants EMR**



ITEM 12d – DEVOLVED SERVICES AGREEMENT

BROUGHT BY

Office

SUMMARY

To consider the new devolved services agreement and authorise the office to enter negotiations about its terms.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Buckinghamshire Council have reviewed all the current devolved services agreements and issued new guidance and contracts. The council were asked on 28th February to sign the contract for the new services by the 15th March.

The new works include the washing and maintaining of road signs, more responsibilities around vegetation on footpaths. The significant difference is the expansion of the grass cutting. The two maps are included in the appendices.

We have not had the time as a council to consider some of the issues that will present us, neither have we had chance to review the legal agreement. However, the initial feedback is that:

- Some of the grass cutting work is outside our Parish boundary and we are already subsidising the contract. This could effectively mean we are subsidising work outside the Parish with no legal basis to be able to do that.
- Some areas of grass cutting responsibility have been removed as they are no longer on the map – but we are uncertain who will undertake this work or if the verges will be left overgrown.
- Much of the additional cutting work is significantly labour intensive and cannot be simply absorbed into the current schedule. For example, at Princess Mary Gate the work will require traffic control measures and using handheld mowers which is labour intensive. Likewise, the steep banks at Tedder will only be accessible by strimmer, again this is labour intensive.
- The current belief is that the additional work as presented will require hiring additional staff over the summer grass cutting period or sub-contracting out to another company.

As has already been put in a complaint to Buckinghamshire Council we are being presented with a binary decision. Do it or don't do it.

Stopping the undertaking of devolved services

If we were to stop doing devolved services, we would then have to seriously consider a redundancy in the Estates and Grounds team. We would almost certainly face dissatisfaction from residents and the extra time required dealing with the enquiries at the clock tower.



The desired outcome is to keep the current services we provide (we could incorporate some small additions to the work such as sign cleaning and path clearance). If we absolutely have to take on the contract with the additional cutting work then there needs to be at least an additional £10k added to the devolved services payment.

Concerns

The biggest concern is the lack of transparency on the new contract and the amount of time the Parish Council have to make this decision. The communication on this has been poor at best and whatever communication we have had was not clear as to its meaning.

FINANCIAL CONSIDERATIONS

- The Parish Council would have to take on an additional member of staff or hire a company to undertake the additional grass cutting as per the requirements. This has not yet been fully costed.

LEGAL AND OTHER IMPLICATIONS

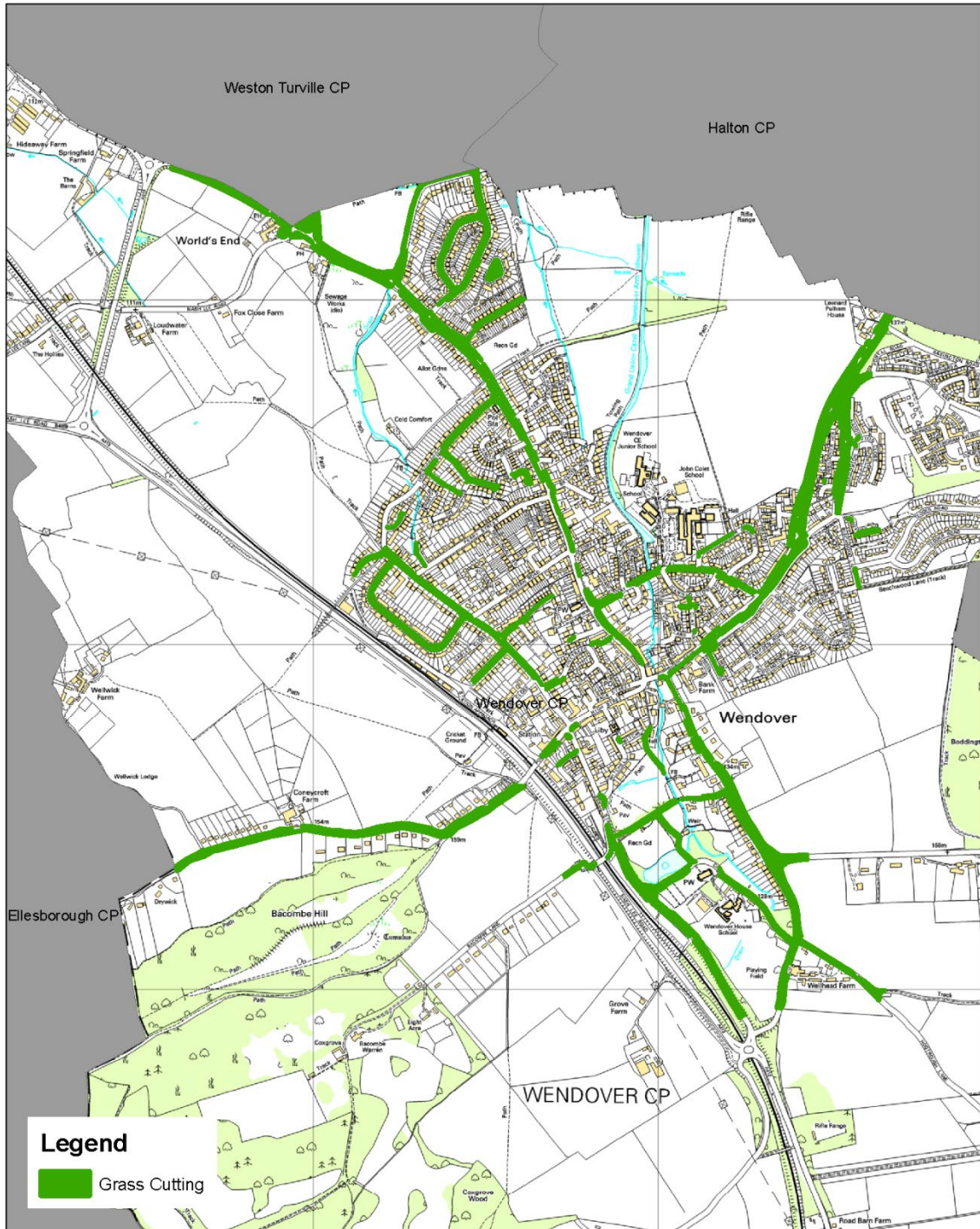
n/a

PROPOSAL

- **That the Office team, Chair and Chair of Amenities are authorised to enter into negotiations with Buckinghamshire Council to agree a new settlement.**
- **That this agreement should be discussed at the next full council once additional information has been collated.**



Appendix A – current cutting map



Scale: 1:10,146 at A3

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Wendover. Grass Cutting Areas.

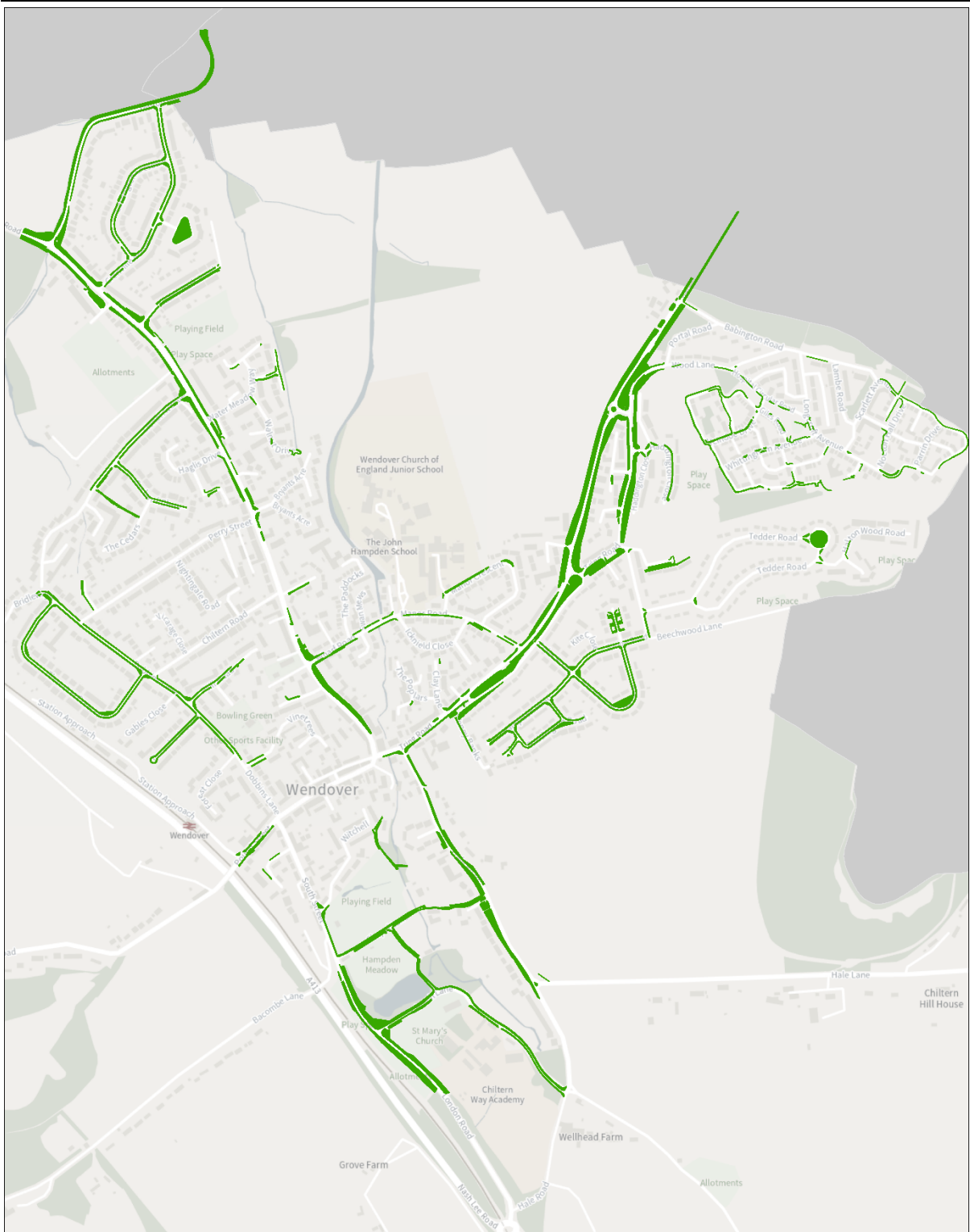
Produced by Asset Team, 30th October 2014



N:\transportation\Ringway_Jacobs\
Programme Asset Management Business Support\
RJ ASSET MANAGEMENT\
Drawing Register\Grass Cutting Plans\Wendover.mxd



Appendix B – proposed cutting map



**Wendover Parish
Devolved Grass Verges**

