

WENDOVER PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

5th May 2020 at 7.30pm

Online Meeting via Zoom

Present: Councillor Ballantine, Walsh, Worth, Bulpett, Gregory, Green, Myers, Clayton, Clare, Duggan and Campbell.

Clerk: Keith Shelley

Chairman: Tom Walsh

Members of Public: 0

1. RECORDING MEETING

PC20/001 Given the format of Zoom meetings, it was **RESOLVED** to record this and future meetings. This will enable the Clerk to control the meeting format and then produce the minutes retrospectively.

2. ELECTION OF CHAIRMAN

PC20/002 Cllr Tom Walsh was proposed as Chairman by Cllr Ballantine and it was seconded by Cllr Bulpett. It was unanimously **RESOLVED** to elect Cllr Walsh as Chairman. The Clerk will leave a copy of the 'Declaration of Acceptance of Office' in the Clock Tower for the Chairman to sign.

3. ELECTION OF VICE CHAIRMAN

PC20/003 Cllr Worth was proposed as Vice Chairman by Cllr Green and it was seconded by Cllr Gregory. It was unanimously **RESOLVED** for Cllr Stephen Worth to be elected as Vice Chairman. The Clerk will leave a copy of the 'Declaration of Acceptance of Office' in the Clock Tower for the Deputy Chairman to sign.

4. APOLOGIES FOR ABSENCE

PC20/004 There were no absences recorded; however, Cllr Clare requested future meetings be held at 7.30pm in line with normal scheduling. It was **RESOLVED** to accept this proposal.

5. DECLARATIONS OF INTEREST

PC20/005 None

6. MINUTES

(i) Consideration of approval of minutes of the meeting of 3rd March 2020.

PC20/006 The minutes were **RESOLVED** as a true record. The Clerk will leave a copy of the Minutes in the Clock Tower for the Chairman to sign.

(ii) To consider the committee functions during COVID-19 lockdown.

PC20/007 The Clerk explained the proposal to combine the following meetings: Amenities, Finance and Staffing within the PCM to restrict the number of virtual meetings. The Clerks PCM Report will provide an overview on any issues relating to these committees and should a significant decision need to be resolved an Extraordinary Meeting will be called. It was **RESOLVED** to accept the proposal which will be reviewed at future meetings until the crisis ends.

7. PUBLIC PARTICIPATION

PC20/008 None

8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

PC20/009 Cllr Bowles commented on the following:

- 6 Domestic Waste Sites will be opening on 6th May. The nearest to Wendover is Aston Clinton and applied restrictions are contained within the Buckinghamshire County website.
- £67m of Business Grant Funding has been available and there has been a 'hit' rate of 73%. Buckinghamshire Council are attempting to contact businesses not working to make them aware of the grant.
- Martin Tett is providing a daily blog updating the County on how the Council is reacting to the COVID-19 crisis.
- He thanked the numerous County Council staff who have been seconded to support the COVID-19 efforts whilst maintaining their primary responsibilities.
- He confirmed the Army are establishing mobile COVID-19 sites within the County. The first will be opening over 3 days next week.
- The Shadow Executive has been appointed to the Formal Cabinet pending the elections to be held during May 2021.

Cllr Strachan commented on the following:

- He confirmed there is a Councillor Fund available to support local ventures relating to COVID-19. There have been 3 grants allocated to Wendover organisations: Wendover Dementia Support just over £1k; MS Centre just over £1k and WYC just under £1k. A request from WPC for a tabard purchase did not fall within the grant guidelines.
- He confirmed no Buckinghamshire Council meetings have been held. Public services must be maintained and if there are any observations, he reaffirmed, if support is required Councillors and residents should contact the County Councillors.

Cllr Newcombe outline the Committees and Boards he; Cllr Bowles and Cllr Strachan will be representing.

- The Chairman, Cllr Walsh, requested the community thanks be passed onto the Waste Disposal Teams for their positive and pleasant attitude during these difficult times.

9. COMMITTEES

(i) To agree membership of each Committee.

PC20/010 Cllr Walsh explained that due to the current crisis it is proposed to maintain the current committee memberships, including the Chairs. It was **RESOLVED** to maintain the current committee Chairman and membership for:

- Finance Committee
- Staffing Committee
- Amenities Committee
- Planning Committee

(ii) To agree terms of reference for each of the Council's Committees in 2020/21.

To agree terms of reference for each of the Council's Committees in 2020/2021

PC20/011 It was **RESOLVED** to accept the Terms of Reference for WPC's Planning, Amenities, Staffing and Finance Committees in line with the minor changes suggested by Cllrs Gregory and Myers. The Clerk will ensure these amendments are incorporated.

10. OUTSIDE BODIES

i) To receive reports from outside bodies.

PC20/012 As there had been no meetings there were no reports received.

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

PC20/013 Membership to outside bodies for 2020/21 was **RESOLVED** as follows:

RAF Halton Stakeholders – Cllr Worth & Cllr Walsh

AVDC Local Councils Planning Liaison Group - Cllr Myers

BCC Local Area Forum - Cllrs Worth & Cllr Walsh

BCC Parish Liaison Meeting - Cllr Myers

Lionel Abel Smith Trust - Cllr Duggan

William Hill Charity - Cllr Ballantine & Cllr Myers

Wendover Action Group - Cllr Myers

Wendover Arm Trust – Cllr Bulpett

Wendover Churchyard Care Committee - Cllrs Myers & Cllr Duggan

Wendover Community Library Management Committee - Cllr Worth

Wendover Memorial Hall - Cllrs Ballantine, Myers and Worth.

Wendover Twinning Association – Clerk K Shelley

11. REVIEW OF SUBSCRIPTIONS AND MEMBERSHIPS

PC20/014 All subscriptions and memberships were **RESOLVED** as follows:

Subscription/Membership	Estimated Costs 2020/21
BALC NALC LC	£1,379.00
Local Council Update	£75.00
Chiltern Society	£30.00
Wendover Arm Trust	£25.00
Open Spaces Society	£45.00
SLCC	£247.00
Friends of Ridgeway	£15.00
Community Impact Bucks	Free
Campaign to Protect Rural England	£36.00
Parish Online	£156.00
AVALC	£20.00
Plantlife	£39.00
Total Cost	£2,067.00

12. CORRESPONDENCE

PC20/015 An email from BMKALC had been received confirming the annual audit timeframes have been extended due to COVID-19. It was NOTED that provided the planned dates for the financial closedown and audit remained, the Council would follow the original timelines.

13. CLERKS REPORT

PC20/016 The Clerks Report was NOTED and the Clerk reiterated the proposed arrangements for reporting on the Finance, Staffing and Amenities committees which are suspended until the crisis is over. He also outlines the activities for the virtual VE Day celebrations to be held on Friday the 8th May and the Health & Safety arrangements in place to ensure the social distancing rules are adhered to.

14. FINANCE COMMITTEE

i) To note the provisional end of year I&E report and balance sheet.

PC20/017 The report and balance sheets were NOTED. Cllr Bulpett reported that the end of year income and expenditure was as expected with no issues.

(ii) To consider continuing with the current fortnightly payments to consider process.

PC20/018 It was **RESOLVED** to accept the current arrangements which provided an efficient method of controlling the payments during the COVID-19 crisis.

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

PC20/019 The list of direct debits and standings orders were NOTED. It was **RESOLVED** to continue with the direct debit and standing orders and payments of salaries by fax (telepay).

(iv) To consider recommendations from the Finance Committee (Appendix 2).

PC20/020 It was NOTED that the Finance Committee had no recommended changes to the WPC Financial Regulations apart from replacing the Clerk as RFO with the Deputy Clerk. Cllrs **RESOLVED** to accept this recommendation.

(v) To consider the committee functions during COVID-19 lockdown.

P20/021 The resolution already **RESOLVED** at 6ii was NOTED.

15. PLANNING COMMITTEE

(i) To note draft minutes of the meetings of 7th & 21st April 2020.

PC19/022 The draft minutes were NOTED. Cllr Duggan confirmed the Zoom meeting arrangements were working well; however, there was a technical issue during today's meeting (5th May 20) where the public attending could be seen but not heard. The item has been deferred to the next meeting. He also highlighted his concerns relating to the County Councillors attending the site relating to a planning application. Cllrs Bowles explained that he did not recognise this as an issue if they were to comment on an application. Cllr Bulpett expressed her concerns over appendices not being listed with a recent planning application. Cllr Bowles **AGREED** to investigate why they hadn't been uploaded.

(ii) To consider the committee functions during COVID-19 lockdown.

P20/023 The resolution already **RESOLVED** at 6ii was NOTED.

16. AMENITIES COMMITTEE

To consider committee functions during COVID-19 lockdown.

P20/024 The resolution already **RESOLVED** at 6ii was NOTED. Cllr Worth explained the Clerk had submitted a paper to Wendover News detailing the arrangements for the outstanding projects. He also confirmed the Witchell Car Park work had been completed and that the Hampden Pond restoration was on hold.

17. STAFFING COMMITTEE

To consider committee functions during COVID-19 lockdown.

P20/025 The resolution already **RESOLVED** at 6ii was NOTED. Cllr Myers extended thanks to the Office Team and the Ground Staff for the exceptional way they have supported the Council and Community during this difficult period. The Clerk confirmed he would verbally pass on the Councils appreciation.

18. TEMPORAY DELIGATED POWERS

To consider a resolution to adopt recommended interim measures.

P20/026 A draft resolution was provided outlining the temporary powers for the Clerk to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made to comply with a commercial or statutory deadline. It was **RESOLVED** to accept the proposal with the provision that the arrangement will be reviewed at future meetings until the crisis is over.

19. LETTER TO LOCAL BUSINESSES

P20/027 Cllr Walsh submitted a draft letter thanking local businesses for their support to the community during the COVID-19 pandemic. It was **RESOLVED** for the Clerk to circulate the letter to the local business managers / owners.

20. OTHER MATTERS

(a) HS2

To receive an update and any recommendations from the working group.

PC20/028 Cllr Walsh circulated a paper prior to the meeting, and it was NOTED.

He also explained that Greg Smith was now a member of the Transport Select Committee and that he would be holding a meeting with the Working Group to better understand how things may look once the construction starts. He also supports The Working Groups call for an Adjournment Debate given that more MP's are now supporting the fact that there is little flexibility in the HS2 business case given the new world we are now living in.

(b) Review and adoption of core documents

(i) To consider recommended alterations to Standing Orders.

P20/027 Cllr Walsh submitted a draft letter thanking local businesses for their support to the community during the COVID-19 pandemic. It was **RESOLVED** for the Clerk to circulate the letter to the local business managers / owners.

(ii) To confirm core policies have been reviewed.

PC20/030 The policy date review list was NOTED. The Clerk confirmed that the core policies had been reviewed; however, due to the current crisis, there are 6 overdue which will be included for review at the next PCM. Cllrs **RESOLVED** to accept this recommendation.

(c) Review of land and assets

(i) To receive an update on the asset register and an inventory of WPC property

PC20/031 The asset register was NOTED. Review of arrangements for insurance

(d) Review of arrangements for insurance.

To confirm the Council has insurance cover in respect of all risks

PC20/032 The insurance policy, schedule and renewal date were NOTED. The Clerk highlighted the address for the Site Safe was incorrect and that he will have this amended.

(e) APM

Consider arrangements following the cancellation of the APM

PC20/033 The Clerk explained the recommendation regarding the cancellation of APM's and that they should now be held on the due date during 2021. It was RESOLVED to accept the recommendation. VE Day Celebrations

(f) VE Day Celebrations

To consider allocating £50 to the prizes for the best decorated house and garden.

PC20/034 The Clerks outlined the arrangements for the VE Day celebrations including the competition for best dressed house and garden. It was **RESOLVED** to accept the proposal and allocate the money from line 4110 - Ents & Events.

21. DATES OF FUTURE MEETINGS

PC20/035 The date of the next meeting was confirmed 2nd June 2020 at 7.30pm on Zoom.

22. CONFIDENTIAL ITEMS

PC20/036 None

23. CLOSURE OF MEETING

PC20/037 As all business was transacted the meeting was closed at 2.55pm.

Signed by *Tom Walsh*

Chairman to the Parish Council

Date: 2nd June 2020

AVALC – Aylesbury Vale Association of Local Councils
AVDC - Aylesbury Vale District Council
BBOWT - The Berks, Bucks & Oxon Wildlife Trust
BCC - Buckinghamshire County Council
BOAT – Byway Open to All Traffic
Cllr – Councillor
CoT – Chamber of Trade (Wendover WCoT)
C&RT – Canal and River Trust
EMR – Ear Marked Reserve
MVAS - Mobile Vehicle Activated Signage
HoC or HoL – House of Commons or House of Lords
HS2 – High Speed Rail II
I&E – Income and Expenditure
LAF - Local Area Forum
LAT – Transport for Bucks Local Area Technician
LDP - Local Development Plan
MUGA – Multi Use Games Area
MVAS – Mobile Vehicle Activated Signage
NP – Neighbourhood Plan
NPSG – Neighbourhood Plan Steering Group

PC - Parish Council
PMG – Princess Mary Gate development
POP – Partners on Petitioning
RoW – Right of Way
S106 - Section 106
SC – Select Committee
TfB – Transport for Bucks (BCC Highways)
TWS – The Wendover Society
HPC – Halton Parish Council
WHS2 – Wendover HS2 (action group)
TWS – The Wendover Society
WCTC – Wendover Chamber of Trade and Commerce
WG – Working Group
WPC - Wendover Parish Council
WSA - Wendover Swimming Association