

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

4<sup>th</sup> July 2023 at 7:30pm

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

**Present:** Councillors Ballantine, Gallagher, Lloyd-Evans, Thornton, Walker, Washington, Williams (Chair) and Worth.

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

**Clerk:** Andy Smith

**Members of Public:** 5

### 1. APOLOGIES FOR ABSENCE

**PC23/060** Apologies were received and **ACCEPTED** from Cllrs Standen, Goodall and Bucks Councillors Bowles and Strachan

### 2. DECLARATIONS OF INTEREST

**PC23/061** Councillor Williams declared a personal interest as they know both candidates for co-option. It was **RESOLVED** that Julie should leave the room during the discussions and vote for co-option (item 15)

### 3. MINUTES

**PC23/062** The minutes of the Parish Council of 6<sup>th</sup> June 2023 were considered and were **RESOLVED** as a true record and signed by the Chair.

### 4. CHAIR'S ANNOUNCEMENTS

**PC23/063** The Chair informed people that spoof emails were being sent supposedly from the chairs email account asking to undertake "discrete tasks". This is a common scam and Councillors are asked to be vigilant and report to [report@fishing.gov.uk](mailto:report@fishing.gov.uk)

Thanks to the team for the hard work and effort in delivering the freedom parade. Unfortunately, there were issues with the traffic management. We are looking to debrief with the RAF and look into the diversion routes which used single lane roads. There is always going to be the issue of sat navs taking people along unauthorised routes (as experienced by HS2), but we are committed to learning the lessons.

### 5. PUBLIC PARTICIPATION

**PC23/064** The local PCSOs were welcomed to the meeting and they presented some of the local issues. It was noted that in the Wendover area for the last three months the crime statistics were encouraging. The issue of speeding from the Clerks report was discussed at this point in the agenda. It was agreed that the Transport Working Group plan to capture normal speeding behaviours with our current equipment was a positive step forward.

### 6. CO-OPTION OF COUNCILLORS

**PC23/065** The two applicants for co-option to become councillors gave an overview of why they were interested in becoming a councillor and their motivations. They were thanked for their time and interest in the role.

## 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

- PC23/066**
- Electoral review for Buckinghamshire has been published. As part of the unification a boundary review was conducted and the boundaries for the wards have been re-drawn. The number of councillors per ward has changed from 3 to either 1-3 councillors depending on size and population. The current ward is largely unchanged, with the exception of the new housing on Lower Rd Stoke Mandeville, which will move to the Aylesbury SE ward. The new boundaries will come into place when the elections are held in 2025.
  - Planning enforcement was one of the significant planks of becoming a unitary council. Bucks had the third largest number of planning enforcement proceedings before becoming a unitary council. That is all forms of enforcement. So far in 2023 this has reduced and most of the appeals are being turned down. Therefore, there is some confidence in the new system.
  - The Council Agenda for Buckinghamshire Council on Wed 12<sup>th</sup> July is available and it contains reports from all of the directorates. The Parish Council are welcome to read those to get a broader update

## 8. CLERKS REPORT & CORRESPONDENCE

**PC23/067** The report was noted. There was a verbal update on some technical issues with access to the Bank Account which has been reported to the bank and is being dealt with. It should not impact on our finances.

## 9. FINANCE AND PAYMENTS

- a) **PC23/068** The payments to consider, totalling £27,578.14, were **RESOLVED** and signed.
- b) **PC23/069** The financial reports were noted. A question was raised about the tree budget being overspent. This was down to the invoicing of our tree surgeon who did a batch of invoices in the new year relating to the previous year, which had not been accrued for in the year end. It was noted that other grounds budgets should cover this overspend.

## 10. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) **HS2 Mitigation Action Group**

**PC23/070** The report from the group was NOTED

b) **Wendover Business Group**

**PC23/071** The council were updated on the bid to the Chiltern Railways fund and the branding and awareness activities.

## 11. REPORTS FROM STANDING COMMITTEES

a) **AMENITIES**

**PC23/072** The draft minutes of the meeting on 20<sup>th</sup> June 2023 were noted. It was noted that a meeting with Climate Action Wendover to identify locations for tree planting will be setup.

**PC23/073** The Manor Waste policy as approved at Amenities on 20<sup>th</sup> June was discussed it was **RESOLVED** to adopt the policy

## 12. REPORTS FROM WORKING GROUPS

### a) Wendover Community Action Plan Working Group

**PC23/074** The next meeting will be co-ordinated by the office and scheduled before the next Council.

### b) Transport Working Group

**PC23/075** The speed data has already been discussed. The EV charging project are still looking for volunteers. There are currently 9 volunteers but only 3 have been accepted onto the trial. The working group have done a leaflet drop to try and increase uptake. The project will not be starting until September.

## 13. OTHER ITEMS

### a) Policy Renewal

#### **PC23/076 Data Protection Policy**

The Data Protection Policy, Public Privacy Notice and Internal Privacy Notice were reviewed as one new policy. Advice was received after the agenda and papers were closed and an amendment to change the Clerk from being the Data Protection Officer to data protection lead was discussed and **RESOLVED** to accept. It was **RESOLVED** to adopt the new policy as amended and for it to replace the 3 current policies

#### **PC23/077 Information Security Policy**

The policy was discussed and an amendment to change the wording, where Chairman would be changed to Chair, was **RESOLVED**. The policy as amended was discussed and **RESOLVED** to be renewed and adopted. It was noted that the Bring Your Own Device protocols needs some further consideration to ensure we are meeting the needs of the new policy.

### b) Canal Towpath Funding

**PC23/078** There were concerns about the funding of a project that we have already funded. It was felt that other funders should be supporting this shortfall. However it was noted that the canal was a huge asset to Wendover and well used by the people of Wendover that we should be supporting. It was noted that other funders should be approached first by the Wendover Canal Trust WCT to find the rest of the money. It was **RESOLVED** that Wendover Parish Council will provide "the last" £4k of support on the understanding that the full amount of the funds are available to complete the work. To clarify this means that we would not transfer the funds if other funding is found to cover the costs and only then if the WCT raise funds that covers the additional work.

## 14. DATES OF FUTURE MEETINGS

**PC23/079** To note the next Parish Council meeting Tuesday 1<sup>st</sup> August 2023

## 15. CONFIDENTIAL ITEMS

**PC23/080** Exclusion of the public was discussed and it was **RESOLVED** to go into confidential session for the reason of discussion of sensitive personal information.

**PC23/081** The application for co-option were discussed. It was **RESOLVED** unanimously to Co-opt the new applicant onto the Council.

#### **16. CLOSURE OF MEETING**

**PC23/082** As all business was transacted the meeting was closed at 8.31pm

Signed by *Clive Gallagher*  
Vice Chair to the Parish Council

Date: Tuesday 1<sup>st</sup> August 2023

**PAYMENTS TO CONSIDER**

Jul Parish Council 4th July 2023

**Cheques**

Date	To	Amount	Payment for
<b>TOTAL CHEQUE AMOUNT</b>		<b>£0.00</b>	

**Petty Cash**

Date	To	Amount	Payment for
<b>TOTAL Petty Cash AMOUNT</b>		<b>£0.00</b>	

**BACS**

Date	To	Amount	Payment for
06/07/2023	Local Councils Update	£110.00	legal briefings and updates
06/07/2023	Paw Print	£140.40	Printer/Copier Costs
06/07/2023	TGL Group	£120.00	Road closure plans
06/07/2023	TGL Group	£3,360.00	Road closure signage and stewards
06/07/2023	St Annes Hall	£50.00	Hall Hire for meetings
06/07/2023	Val Mayland	£100.00	Clock tower cleaning
06/07/2023	Numbers	£72.00	Payroll services
06/07/2023	Sparxx	£808.00	4828 - repairs to 29 and 88 streetlights
06/07/2023	Farol	£888.00	Replacement of damaged nails on cutting deck
06/07/2023	Marley Design	£900.00	Web, promo, publicity and support to working groups
06/07/2023	Pickerings	£275.52	Safe store to hold equipment during insulation works
06/07/2023	Pat Kernon	£360.00	Tree Works - Clay Lane
06/07/2023	Thermo Protect	£3,383.60	Insulation of Site Safe
31/07/2023	Salaries	£8,551.26	Jul Salaries
31/07/2023	HMRC	£3,338.38	Jul Tax and NI
31/07/2023	LGPS	£823.39	Jul Pension
<b>TOTAL BACS AMOUNT</b>		<b>£24,882.75</b>	

**CARD**

Date	To	Amount	Payment for
24/06/2023	Waitrose	£14.95	milk, juice, sugar etc for Freedom Parade Reception (ADDITIONAL)
28/06/2023	Aldi	£12.29	Office Supplies
26/06/2023	Adobe	£19.97	Adobe Acrobat for production of Council papers to save printing
23/06/2023	Amazon	£520.00	Air cooling for clock tower as reaching legal limits
<b>TOTAL Debit Card AMOUNT</b>		<b>£567.21</b>	

**DD/50**

Date	To	Amount	Payment for
3 Jul 2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Jul 2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
5 Jul 2023	CASTLE WATER LTD	£5.75	Site Safe Water
6 Jul 2023	BE FUEL CARDS LTD	£298.21	BP Fuel Card
7 Jul 2023	SMART PENSION LTD	£18.00	SMART pension admin fee
12 Jul 2023	SMART PENSION LTD	£778.30	SMART pension contributions
15 Jul 2023	BG LITE	£19.11	Manor Waste Electricity
15 Jul 2023	BG LITE	£116.20	Clock Tower Electricity
15/07/2023	BG LITE	£12.36	Site Safe Electricity
19 Jul 2023	BUCKS COUNCIL RECE	£76.90	Waste Container emptying
28 Jul 2023	CASTLE WATER LTD	£5.59	Clock Tower Water
17 Jul 2023	BT GROUP PLC	£128.47	Clock tower phone/broadband
5 Jul 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
<b>TOTAL DD &amp; 50</b>		<b>£2,128.18</b>	
<b>TOTAL PAYMENTS</b>		<b>£27,578.14</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			