



## WENDOVER PARISH COUNCIL

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### PARISH COUNCIL MEETING AGENDA

**Tuesday 5<sup>th</sup> September 2023 at 7:30pm**  
**St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG**

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**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.**

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#### AGENDA

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- 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 1<sup>st</sup> August 2023.
- 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 7**
- 8) **FINANCE AND PAYMENTS – page 9**
  - 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](#), [EMR](#) reports and [Balance Sheet](#)
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
  - a) **HS2 Mitigation Action Group – page 16**

**10) REPORTS FROM COMMITTEES**

**a) STAFFING**

i) To note the draft [minutes of the meeting on 8<sup>th</sup> August 2023](#) – **page 17**

**b) PLANNING**

i) To note the draft [minutes of the meeting on 8<sup>th</sup> August 2023](#) – **page 19**

**11) REPORTS FROM WORKING GROUPS**

**a) Community Action Plan Working Group**

To receive an update from the CAP working group

**b) Transport Working Group**

To receive an update from the Transport working group.

**c) Open Spaces Working Group**

To receive an update from the Transport working group.

**12) OTHER ITEMS**

**a) [Christmas Event – Chosen Charity](#) – **page 21****

To consider a local charity to donate the proceeds of the Christmas event to

**b) [Covid Response](#)– **page 23****

To consider a submission to the Covid Enquiry from Wendover Parish Council

**c) [HS2 – Public Meeting](#) – **page 29****

To consider giving authority to organise a public meeting to update Wendover residents on the issues being faced.

**d) [Minor Grant – Guide hut kitchen](#) – **page 31****

To consider an application by the Wendover Guides for a minor grant to support improvements to their kitchen facility.

**e) [Asset list](#) – **page 35****

To note the completed asset list audit and changes to the asset list

**13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council meeting 7.30pm on Tuesday 3<sup>rd</sup> October 2023

**14) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 31<sup>st</sup> August 2023.

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

1<sup>st</sup> August 2023 at 7:30pm

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

**Present:** Councillors Ballantine, Gallagher (Chair), Porter, Thornton, Wales, Walker, Washington, and Worth.

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

**Clerk:** Andy Smith

**Members of Public:** 4

### APOLOGIES FOR ABSENCE

**PC23/083** Apologies were received and **ACCEPTED** from Cllrs Williams, Standen, Walker. Councillor Lloyd-Evans was absent

### DECLARATIONS OF INTEREST

**PC23/084** None

### MINUTES

**PC23/085** The minutes of the Parish Council of 4<sup>th</sup> July 2023 were considered and it was **RESOLVED** to amend the public participation section from “the crime statistics were encouraged” to “the crime statistics were encouraging”. The minutes were **RESOLVED**, as amended, as a true record to be signed by the Chair.

### CHAIR'S ANNOUNCEMENTS

**PC23/086** There was a warm welcome to the two new Councillors and they were thanked for their interest. It was also noted that Wendover had won the Best Kept Village Award in their category and congratulations were sent to the team.

### PUBLIC PARTICIPATION

**PC23/087** A member of the public drew attention to the enquiry into the govt handling of the Covid pandemic. It was outlined that there is an opportunity for Wendover's voice to be heard. It was noted that Wendover was a good place to be during the pandemic, however, this was due to the efforts of the people of Wendover with no tangible help or support from local or central government. The member of the public requested that the Parish Council support an application into the enquiry. It was discussed and agreed that the Parish Council would consider the submission at the next meeting.

There was a question from Council as to if Wendover do anything wrong. The member of the public felt there was nothing specific that went wrong in Wendover, and everybody was in the same situation. However, one learning point was that the emergency procedures had not considered a long-term crisis and were more focused on discrete incidents. It was noted that the emergency procedures are due for review and will include the comments from this review.

### CO-OPTION OF COUNCILLORS

**PC23/088** The applicant for co-option to become a councillor introduced themselves and gave an overview of why they were interested in becoming a councillor and their motivations. The Council asked questions.

They were thanked for their time and interest in the role.

#### **REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS**

**PC23/089** There was no update

#### **CLERKS REPORT & CORRESPONDENCE**

**PC23/090** The report was noted. There was a verbal update on the current bank issues and a contact to the office about fishing during nesting season, with the impacts on wildlife from hook and line fishing.

#### **FINANCE AND PAYMENTS**

- a) **PC23/091** The payments to consider, totalling £21,271.90, were **RESOLVED** and signed.
- b) **PC23/092** The financial reports were noted.

#### **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

a) **HS2 Mitigation Action Group**

**PC23/093** The report from the group was NOTED

b) **Lionel Abel -Smith Trust**

**PC23/094** The report from the Trust on its activities was NOTED.

#### **REPORTS FROM STANDING COMMITTEES**

a) **AMENITIES**

**PC23/095** The draft minutes of the meeting on 18<sup>th</sup> July 2023 were noted.

**PC23/096** The Christmas Lights expenditure as approved at Amenities on 20<sup>th</sup> June was discussed it was **RESOLVED** to accept quote number 2 for the Christmas Lights.

b) **PLANNING**

**PC23/097** The draft minutes of the meeting on 18<sup>th</sup> July 2023 were noted.

#### **REPORTS FROM WORKING GROUPS**

a) **Wendover Community Action Plan Working Group**

**PC23/098** There has been no progress to note

## b) Transport Working Group

**PC23/099** The group have made progress with the Schools and the traffic problems around the area. A meeting with John Hampden discussed the anti-social behaviour from parents parking dangerously and being abusive when asked to move on. There is an air quality monitor to measure the quality of air on the campus particularly during peak traffic. The group are still looking for funding for a proper survey. The EV pilot is looking at publicly accessible lamppost charging points. We have some more clarity on the sort of locations that they are looking for. The group are trying to set up another meeting regarding South Street speeding.

## c) Open Spaces Working Group

**PC23/100** Councillor Standen is trying to set up a meeting but because of holiday season there has been limited availability

## OTHER ITEMS

### a) Councillor Wards and Engagement

**PC23/101** It was noted that there is a strength to having a single point of contact through the office. It was further noted that councillors have never been approached on the basis of being a ward representative. Councillors are approached, if they are known, but not on the basis of being their ward representative. It was **RESOLVED** to stop using the informal wards as a daily communication tool, but they may be required when considering our emergency plan. This will be discussed when the emergency plan is renewed later in the year. Option 2 was considered and it was **RESOLVED** to continue to include Councillors in the communication loop if requests covers areas that they are working on.

### b) HS2 Public Meeting

**PC23/102** It was noted that some waterways concerns have gone away but there are still some concerns around the information presented at the previous meeting. Whilst it could be an important time to consult with the Parish about these issues until we know the full details it may be a bit too early for a public meeting. The decision was deferred until more information was available.

## DATES OF FUTURE MEETINGS

**PC23/103** To note the next Parish Council meeting Tuesday 1<sup>st</sup> August 2023

**PC23/104** To note the difficulty in scheduling meetings and getting attendance in August and that when next years meeting schedule is published we will first look at a reduced meeting schedule for August.

## 1. CONFIDENTIAL ITEMS

**PC23/105** Exclusion of the public was discussed and it was **RESOLVED** to go into confidential session for the reason of discussion of sensitive personal information.

**PC23/106** The applications for co-option were discussed. It was **RESOLVED** unanimously to Co-opt the two new applicants onto the Council.

## 2. CLOSURE OF MEETING

**PC23/107** As all business was transacted the meeting was closed at 8.31pm

**PAYMENTS TO CONSIDER**                      Aug                      Parish Council 01/08/2023

**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
03/08/2023	PawPrint	£140.40	Printer/Copier Costs
03/08/2023	Val Mayland	£80.00	Cleaning
03/08/2023	Marley Design	£487.30	Web and communications
03/08/2023	Numbers	£72.00	Payroll Services
03/08/2023	St Annes Hall Hire	£50.00	Hire of hall for meetings
03/08/2023	Salaries	£8,678.87	Monthly Salaries Bill
03/08/2023	LGPS	£884.61	LGPS Pension Costs
03/08/2023	HMRC	£3,428.49	Payroll Tax and NI
03/08/2023	Windflowers	£2,640.00	plant and water summer displays
03/08/2023	Wellers Hedleys	£520.00	support and charges for upgrading the title absolute on manor waste
03/08/2023	Farol	£1,350.66	Repair to mower flail deck
03/08/2023	Sams Rainbow Faces	£200.00	Pay £100 before event and £100 after event
03/08/2023	Pickerings	£406.08	container rental and collection (delivery already paid)
		<b>TOTAL BACS AMOUNT</b>	<b>£18,938.61</b>

**CARD**

Date	To	Amount	Payment for
26/07/2023	Asda	£17.60	Office and site safe supplies
28/07/2023	Cell Pack Solutions (Tracer)	£429.00	Replacement battery for speed sign
27/07/2023	Adobe	£19.97	Acrobat Pro
26/07/2023	Lock and Key Centre	£49.08	Replacement gate padlock for allotment gate
24/07/2023	Chesham Fencing	£43.20	repairs to Hampden shelter after fire damage
19/07/2023	Amazon	£20.00	Spark plugs for machines
11/07/2023	Land Registry	£3.00	Search for Little Hampden Close
05/07/2023	Engraveitnow	£44.40	Brass bench memorial plate
		<b>TOTAL Debit Card AMOUNT</b>	<b>£626.25</b>

**DD/SO**

Date	To	Amount	Payment for
3 Aug 2023	SIDLEYS CLIENT THE	£133.00	Sidleys garage rent
3 Aug 2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
3 Aug 2023	CASTLE WATER LTD	£3.73	Site Safe Water
31-Aug-23	SMART PENSION LTD	£778.30	SMART pension contributions
15 Aug 2023	BG LITE	£26.30	Manor Waste Electricity
15 Aug 2023	BG LITE	£92.77	Clock Tower Electricity
15 Aug 2023	BG LITE	£15.74	Site Safe Electricity
20 Aug 2023	MICROSOFT	£73.60	Microsoft 365 Licenses
28 Aug 2023	CASTLE WATER LTD	£3.39	Clock Tower Water
3 Aug 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
18 Aug 2023	GOCARDLESS	£37.30	Wendover Canal Arm Trust
		<b>TOTAL DD &amp; SO</b>	<b>£1,707.04</b>
		<b>TOTAL PAYMENTS</b>	<b>£21,271.90</b>
		<b>COUNCIL MINUTE NUMBER</b>	SIGNED BY COUNCILLORS:



## ITEM 7 – CLERKS REPORT

### **New Councillor**

We welcome a new Councillor on board and this means we now have a full Council. As a part of the welcome the new Councillors have had a welcome discussion with me and the Chair, a guided tour of all our open spaces and support documents that will help get used to the world of Parish Councils.

Work is underway to make the changes to the Councillor induction pack which has been renamed as reference material and had a 2 page “quick start” guide with a checklist added to the beginning so the whole pack does not seem as daunting or feels too wordy. Currently working on a glossary of terms so if you know of any acronyms, initialisms and phrases that confused you when you started then please let me know so I can ensure they are included. TIA!

### **Ongoing Issues with the bank**

Despite multiple communications with the bank our situation is still not fully resolved despite it being a simple one on the surface it involves multiple departments, but we are making progress and hope to have the correct, pre-filled mandate forms (with the correct information) so we can sort the issue. It has now been escalated to the financial ombudsman.

### **Speeding on bypass**

The ongoing issue of the bypass being used as a racetrack has surfaced again with bikers being spotted with modified exhausts and fake or missing number plates. This was escalated via the Buckinghamshire Councillors to the Chief Inspector of Roads for Buckinghamshire, and we are hoping for some action that deals with the perennial problem. In the interim residents who experience issues on the bypass should report it to the police on the non-emergency 101 number or via the website <https://www.thamesvalley.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

### **Health and Safety System**

Our health and safety logging system has recently been upgraded and not all records have been transferred. Further there will be changes that I will need to make manually when this is sorted. Unfortunately, our contact has moved on from the company so I am still awaiting response to our help ticket. In the interim all Health and Safety reports and records are still being made and stored on the cloud drive.

### **Princess Mary Gate and Fix my Street**

After multiple issues over who is responsible for maintenance on PMG I have discussed with the Local Area Technician and Fix My Street and this has now been resolved. It should mean that PMG residents see a speedier response to issues and more scheduled maintenance and upkeep. If this happens I see this really improving some of the long term problems that residents have faced on the estate.

### **Little Hampden Close**

There have been further enquiries about the maintenance of land at Little Hampden. A land registry check was made on the patches of land that were in question and it belonged to Fairhive. The comments were passed to Fairhive to resolve.

### **HS2 Visit**

A team of councillors and myself had a site visit to HS2 at their Rocky Lane compound. The site visit enabled the Councillors to see the scale of works in the area and envisage the impact on the landscape. More details in the HS2 updates



### **Skatepark**

At the beginning of August we were given notification that because of the delays to the skatepark project we are at risk of losing the current funding of £25k and would need to reapply for the funding when we are ready. I am now working on what we can undertake with the funding we currently have and a planning application will be submitted for the work.

### **Weeds**

Weed spraying is normally completed by Bucks Council on quad bikes but has not been done this summer leaving a lot of paths with significant growth on the edges. Whilst the team do not have the kit or time to completely remove all of them in the entire of the Parish we are exploring ways of covering some of the worst areas.

### **Repairs to the playground**

Repairs to the Hampden play and fitness equipment have now been completed and hopefully being appreciated by the users.

### **External Audit**

The external auditor has been in contact for some additional details. The information was submitted but one area required more detail/breakdown and another needed to be transferred from the report from our finance system to their proforma spreadsheet. This information was sent back on the same day and should not impact or delay our external audit.

### **Trade Creditor**

We have ongoing issues with a trade creditor. A payment plan has been agreed and discussions had to clear the debt. The first payment of the plan has already been made.

### **Brand guidelines**

Because of the review of the website, and looking at the email signatures, documents to council. Further we are looking at business cards for the office and councillors. I have asked our designer to produce a style and brand guide lines for the Council to be approved at a future meeting. I am keen that all of our documents, presentations, posters all have the same look and feel and

### **Meeting with local police officer**

We met with our local beat officer to discuss the local issues we are facing with Anti Social Behaviour (ASB) and vandalism. The PCSOs have been engaging with the young people in the open spaces to try and understand some of the issues they face to help reduce some of the issues. This seems to be working at the moment although graffiti has returned to the shelter in Hampden. The skatepark would be welcomed by young people as something to do but is not the only solution to prevent issues in our open spaces. Schemes for a youth council may also help us reduce issues and this is being considered by the office and some councillors for approval by Council.

### **Holidays**

The staff team have all had some time off this month and this has recharged the team but has meant that we have been slower to respond to some issues. We are now up to speed again and will be able to respond as normal to the residents.





## ITEM 8a – FINANCE REPORTS

The finance reports show the current situation as at 23/08/2023. However, it does include the Aug Salaries which are scheduled through the bank for a set date and entered into the finance system in advance for the date they are due to come out (last day of the month).



23/08/2023

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 23/08/2023

Month No: 5

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
<b>100 Amenities Income</b>								
1000 Allotment Rent	154	1,691	1,630	(61)			103.7%	
1005 Charter Fair	110	110	220	110			50.0%	
1010 Cricket Club Lease	0	75	300	225			25.0%	
1021 Markets - Local Produce	53	368	2,000	1,633			18.4%	
1022 Markets - Weekly Market	0	888	10,660	9,772			8.3%	
1030 Other Rental (Ashbrook)	588	788	2,045	1,258			38.5%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
<b>Amenities Income :- Income</b>	<b>904</b>	<b>23,118</b>	<b>37,597</b>	<b>14,479</b>			<b>61.5%</b>	<b>0</b>
<b>Net Income</b>	<b>904</b>	<b>23,118</b>	<b>37,597</b>	<b>14,479</b>				
<b>125 Events Expenditure</b>								
4100 Annual Parish Meeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	0	0	6,000	6,000		6,000	0.0%	
4109 Promo Materials	0	321	500	179		179	64.3%	
4110 Entertainment & Events	200	1,674	5,000	3,326		3,326	33.5%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	2,200	2,200	5,000	2,800		2,800	44.0%	
4122 Markets - Local Produce	0	0	500	500		500	0.0%	
4124 Markets - Business Rates	90	448	1,500	1,052		1,052	29.9%	
4125 Markets - Water	0	31	50	19		19	62.0%	
4126 Markets - Electric	25	145	300	155		155	48.4%	
4130 Quiz	0	0	100	100		100	0.0%	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	0.0%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>2,515</b>	<b>8,999</b>	<b>21,950</b>	<b>12,951</b>	<b>0</b>	<b>12,951</b>	<b>41.0%</b>	<b>3,667</b>
<b>Net Expenditure</b>	<b>(2,515)</b>	<b>(8,999)</b>	<b>(21,950)</b>	<b>(12,951)</b>				
6000 plus Transfer From EMR	0	3,667						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,515)</b>	<b>(5,332)</b>						
<b>130 Highways Expenditure</b>								
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%	
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
<b>Highways Expenditure :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,750)</b>	<b>(3,750)</b>				

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Detailed Income & Expenditure by Budget Heading 23/08/2023

Month No: 5

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
<b>135 Street Lighting Expenditure</b>								
4300 Electricity	1,060	4,170	13,000	8,830		8,830	32.1%	
4305 Maintenance	808	4,275	7,000	2,725		2,725	61.1%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<b>1,868</b>	<b>8,445</b>	<b>28,500</b>	<b>20,055</b>	<b>0</b>	<b>20,055</b>	<b>29.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,868)</b>	<b>(8,445)</b>	<b>(28,500)</b>	<b>(20,055)</b>				
<b>140 Recreation Expenditure</b>								
4400 Dog Bin Emptying	0	278	2,050	1,772		1,772	13.6%	
4405 Maintenance - Fences, etc	0	70	1,500	1,430		1,430	4.7%	
4410 Maintenance - Groundworks	0	304	5,000	4,696		4,696	6.1%	
4415 Maintenance - Inspections, etc	0	0	1,800	1,800		1,800	0.0%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	3,300	2,500	(800)		(800)	132.0%	
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	2,623	10,000	7,377		7,377	26.2%	
4430 Mower Maintenance	1,126	1,866	2,000	134		134	93.3%	
4440 Play Equip - Repairs & Maint	0	0	8,000	8,000		8,000	0.0%	
4450 Premises - Garage Rent	135	675	1,620	945		945	41.7%	
4455 Premises - SiteSafe Electrics	15	(67)	200	267		267	(33.3%)	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	6	29	300	271		271	9.6%	
4475 Misc - Fuel	296	1,288	3,000	1,712		1,712	42.9%	
4480 Misc - Materials & Tools	0	325	2,500	2,175		2,175	13.0%	
4481 Machinery/Tool Service Repair	0	17	3,500	3,483		3,483	0.5%	
4485 Misc - Protective Clothing	0	0	400	400		400	0.0%	
4490 Misc - Refuse Bins	77	304	1,200	896		896	25.3%	
4495 Misc - Sundries Recreation	0	49	1,000	951		951	4.9%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<b>2,024</b>	<b>13,622</b>	<b>50,970</b>	<b>37,348</b>	<b>0</b>	<b>37,348</b>	<b>26.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,024)</b>	<b>(13,622)</b>	<b>(50,970)</b>	<b>(37,348)</b>				
<b>200 Finance &amp; General Income</b>								
1205 Wiltchell Trust Grant	0	65	200	135			32.4%	
1210 Interest Received ex Deposits	0	1,461	2,000	539			73.1%	
1215 Miscellaneous Income	0	412	0	(412)			0.0%	
1250 Precept Received	0	179,539	359,078	179,539			50.0%	

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 23/08/2023

Month No: 5

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
1266 VAHT Streetlight Income	0	408	600	192			68.0%	
<b>Finance &amp; General Income :- Income</b>	<b>0</b>	<b>181,885</b>	<b>361,878</b>	<b>179,993</b>			<b>50.3%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>181,885</b>	<b>361,878</b>	<b>179,993</b>				
<b>220 Finance &amp; General Expenditure</b>								
4496 Professional Support (HS2 etc)	433	468	2,000	1,532		1,532	23.4%	
4550 Communications - Publicity	169	4,675	5,750	1,075		1,075	81.3%	
4555 Communications - Website	319	1,461	1,500	39		39	97.4%	
4560 Financial - Bank Charges	0	168	580	412		412	28.9%	
4565 Financial - Fees - Audit	0	(945)	2,300	3,245		3,245	(41.1%)	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	0.0%	
4575 Financial - Insurance	0	0	5,940	5,940		5,940	0.0%	
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	107	650	1,600	950		950	40.6%	
4620 Office - Copier	117	468	1,750	1,282		1,282	26.7%	
4621 Office - Equipment - Expend	0	1,308	5,500	4,192		4,192	23.8%	
4625 Office - Equipment Capital	0	433	1,000	567		567	43.3%	
4630 Office - Postage & Stationery	0	93	500	407		407	18.6%	
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	88	749	2,000	1,251		1,251	37.4%	
4655 Office - Utilities - Water	6	17	150	133		133	11.2%	
4660 Property Mgt - Clock Tower	80	516	2,000	1,484		1,484	25.8%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	0	83	5,000	4,917		4,917	1.7%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	38	1,441	2,000	559		559	72.0%	
4690 Misc - Chairman's Expenses	0	233	1,200	967		967	19.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	50	250	1,200	950		950	20.8%	
4700 Misc Sundry Expenses Finance	0	114	500	386		386	22.8%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	0	3,000	3,000		3,000	0.0%	
<b>Finance &amp; General Expenditure :- Indirect Expenditure</b>	<b>1,406</b>	<b>12,211</b>	<b>51,245</b>	<b>39,034</b>	<b>0</b>	<b>39,034</b>	<b>23.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,406)</b>	<b>(12,211)</b>	<b>(51,245)</b>	<b>(39,034)</b>				

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Detailed Income & Expenditure by Budget Heading 23/08/2023

Month No: 5

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
<b>230 Grants out - S137</b>								
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	100.0%	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	15,000	15,000	0		0	100.0%	
4611 Grants Out - Minor	0	0	5,000	5,000		5,000	0.0%	
Grants out - S137 :- Indirect Expenditure	<b>0</b>	<b>29,000</b>	<b>34,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>85.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(29,000)</b>	<b>(34,000)</b>	<b>(5,000)</b>				
<b>320 Staffing</b>								
4800 Staffing - Amenities - Wages	5,475	27,286	71,563	44,277		44,277	38.1%	
4801 Staffing - Amenities - NIC	546	2,719	6,580	3,861		3,861	41.3%	
4802 Staffing - Amenities-Pension	790	3,896	10,193	6,297		6,297	38.2%	
4810 Staffing - F&G - Wages	6,007	30,033	97,586	67,554		67,554	30.8%	
4811 Staffing - F&G - NIC	625	3,123	8,952	5,829		5,829	34.9%	
4812 Staffing - F&G - Pension	293	1,465	6,196	4,731		4,731	23.6%	
4816 Staffing F&G Student Loan	35	175	0	(175)		(175)	0.0%	
4845 Payroll Charges	60	240	750	510		510	32.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	0	1,457	3,000	1,543		1,543	48.6%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	15	75	240	165		165	31.3%	
Staffing :- Indirect Expenditure	<b>13,845</b>	<b>73,851</b>	<b>209,060</b>	<b>135,209</b>	<b>0</b>	<b>135,209</b>	<b>35.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,845)</b>	<b>(73,851)</b>	<b>(209,060)</b>	<b>(135,209)</b>				
<b>980 Amenities Reserves</b>								
9111 EMR - Site Safe Insulation	338	5,056	0	(5,056)		(5,056)	0.0%	5,056
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	0	6,000	0	(6,000)		(6,000)	0.0%	6,000
Amenities Reserves :- Indirect Expenditure	<b>338</b>	<b>11,489</b>	<b>0</b>	<b>(11,489)</b>	<b>0</b>	<b>(11,489)</b>		<b>11,489</b>
<b>Net Expenditure</b>	<b>(338)</b>	<b>(11,489)</b>	<b>0</b>	<b>11,489</b>				
6000 plus Transfer From EMR	338	11,489						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>Grand Totals:- Income</b>	<b>904</b>	<b>205,003</b>	<b>399,475</b>	<b>194,472</b>			<b>51.3%</b>	
<b>Expenditure</b>	<b>21,997</b>	<b>157,617</b>	<b>399,475</b>	<b>241,858</b>	<b>0</b>	<b>241,858</b>	<b>39.5%</b>	
<b>Net Income over Expenditure</b>	<b>(21,093)</b>	<b>47,386</b>	<b>0</b>	<b>(47,386)</b>				
plus Transfer From EMR	338	15,155						
<b>Movement to/(from) Gen Reserve</b>	<b>(20,755)</b>	<b>62,541</b>						



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**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

**Month 5 Date 23/08/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	4,166	
200	Current Bank Account	46,158	
202	Flagstone	252,033	
	<b>Total Current Assets</b>		<b>302,560</b>
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,684	
	<b>Total Current Liabilities</b>		<b>1,684</b>
	<b>Net Current Assets</b>		<b>300,876</b>
	<b>Total Assets less Current Liabilities</b>		<b>300,876</b>
	<u>Represented by :-</u>		
300	Current Year Fund	31,586	
310	General Reserves	139,145	
338	Hampden Pond EMR	7,800	
339	RAF Freedom Parade EMR	4,333	
346	Clock Tower Fountain and Wall	15,000	
347	Site Safe Cladding EMR	1,444	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	4,000	
363	Christmas Lights EMR	10,000	
364	Climate Action EMR	5,000	
	<b>Total Equity</b>		<b>300,876</b>



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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	7,800.00	7,800.00
339 RAF Freedom Parade EMR	0.00	4,333.17	4,333.17
346 Clock Tower Fountain and Wall	15,000.00		15,000.00
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		15,000.00
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	-6,000.00	4,000.00
363 Christmas Lights EMR	10,000.00		10,000.00
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>644.67</u>	<u>130,144.67</u>



## ITEM 9a – WENDOVER HS2 MAG



### Wendover Parish Council HS2 Monthly Report, August '23

#### Works update

- Excavation of the Green Tunnel and North Cutting has started following approval of EKFB's aquifer mitigation plans by the Environment Agency.
- Diversion of underground utilities continue at Ellesborough Road, and further closures of the road are expected in September. Bringing the diverted road into use is now anticipated in November.
- Road safety improvements have been made to the newly diverted Nash Lee Road and Lane following safety audits by Bucks Highways.
- A "haul road" crossing is being built at Bacombe Lane to allow massive dump trucks to pass from Small Dean towards Stoke Mandeville

#### August WPC activity

- Three Councillors and two officers visited the Wendover Dean Viaduct site to get an appreciation of the scale of the works involved. A further visit to the Small Dean, Green Tunnel, and North Cutting sites is being planned
- WPC escalated the inadequate roadside advanced warning signage to senior EKFB management and received a disappointing response. Bucks Council are also concerned about the local impact of further closures of the A413 expected this autumn; and will be coordinating a response on behalf of affected Parishes.
- Thirteen public issues were handled in the month, mainly nighttime construction noise at Nash Lee Lane and the impact of poor roadside notification of full closures of the A413 at Small Dean.
- A public meeting is being proposed in October to explain the current HS2 situation.

#### Current Issues

- EKFB are undertaking a feasibility study to see if a well could be provided to boost the water levels in Hampden Pond; and should report back in September.
- There is further delay regarding the reopening of the Public Right of Way between Dobbins Lane and Station Approach which is now expected to reopen by the end of October, following installation of a Thames Water supply pipe to the HS2 Concrete Works over Folly Bridge.

28<sup>th</sup> August '23





# WENDOVER PARISH COUNCIL

## Minutes of the Staffing Committee Meeting

Tuesday 8<sup>th</sup> August 2023 8:00pm

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

**Present:** Councillors Ballantine, Gallagher, Thornton and Williams

**Clerk:** Andy Smith

**Members of Public:** None

### 1. ELECTION OF CHAIR

**S23/001** It was **RESOLVED** unanimously that Councillor Thornton be elected to Chair of Staffing Committee

### 2. APOLOGIES FOR ABSENCE

**S23/002** Councillor Washington had sent in their apologies, and they were **ACCEPTED** by the Committee.

### 3. DECLARATIONS OF INTEREST

**S23/003** None declared

### 4. MINUTES

**S23/004** The minutes of the ordinary meeting on 7<sup>th</sup> February and the extraordinary meeting on 7<sup>th</sup> March were **RESOLVED** as a true record and signed by the Chair.

### 5. PUBLIC PARTICIPATION

**S23/005** No public were present.

### 6. CHAIR'S ANNOUNCEMENTS

**S23/006** Councillor Thornton thanked Councillor Williams for her work as the previous chair to the committee

### 7. CLERKS REPORT AND CORRESPONDENCE

**S23/007** The report was noted

### 8. HR REPORT

a) HR Report since last meeting



**S23/008** The report was noted, and some changes were suggested to the format which would happen for the next meeting. The holiday carried forward from last year was noted. It was discussed that there needed to be more clarity as to what is taken as overtime and what is taken as Time Off In Lieu (TOIL). A paper will be brought to the next staffing meeting.

## 9. OTHER ITEMS

### a) Policy review – equality and respect policy

**S23/009** The policy was discussed, and an amendment was proposed and accepted to complete a missing end of a sentence in point 2. The wording was agreed as “The policy statement shall take precedent.” The policy as amended was **RESOLVED** unanimously and this would replace the following policies:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Bullying and Harassment

### b) Councillor Induction Pack

**S23/010** The Councillor induction pack was discussed, and feedback noted. It was further noted that additional work on the pack before final draft would include renaming the current pack as a reference manual and introducing a less detailed “quick start” guide. The new councillors would be able to provide vital feedback would be able to help shape the induction for new councillors.

## 10. DATES OF FUTURE MEETINGS

**S23/011** To note the next meeting of staffing would include the following agenda items:

- Induction pack
- Toil/Overtime

It was further noted that historically the staffing meeting has been held during the day and sometimes in the Clocktower. We need to consider that the public are invited to attend when thinking of changing the meeting schedule. We should also consider more meetings at the Library as we are keen to show our support for the Library.

## 11. CLOSURE OF MEETING

**S23/012** As all business was transacted the meeting was closed at 8:23

Signed by:  
Chair to the Staffing Committee

Date:



# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting 8<sup>th</sup> August 2023 at 7.00pm

St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

**Present:** Councillors Ballantine, Williams, Worth, Walker, Gallagher & Standen

**Clerk & Minutes:** Phoebe Sharps

**Chair:** Councillor Ballantine

**Members of Public:** 3

### 1. APOLOGIES FOR ABSENCE

**P23/86** Apologies were received and ACCEPTED from Councillors Standen, Walker and Washington

### 2. DECLARATIONS OF INTEREST

**P23/87** None

### 3. PUBLIC PARTICIPATION

**P23/88** None

### 4. MINUTES

**P23/89** The minutes of the Planning Committee Meeting held on 18<sup>th</sup> July were **RESOLVED** as a true record and the Chair signed the minutes.

### 5. PLANNING DECISIONS

**P23/90** The planning decision made by Buckinghamshire Council as listed on the agenda of the meeting of the 8<sup>th</sup> August were noted.

### 6. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

**P23/91** There was nothing for planning to note

### 7. FINANCE

**P23/92** The payments to consider totalling £2824.98 were **RESOLVED** and signed.

### 8. PLANNING APPLICATIONS

**P23/93** **23/02134/APP 78 Longcroft Avenue Wendover Buckinghamshire HP22 5PT**  
Householder application for demolition of rear conservatory and erection of single storey rear extension  
**Wendover Parish Council:** Support

**P23/94** **23/02195/APP 6 Grange Gardens Wendover Buckinghamshire HP22 6HB**  
Householder application for single storey rear extension  
**Wendover Parish Council:** Support

**P23/95** **23/02151/APP 25 Bryants Acre Wendover Buckinghamshire HP22 6JY**



Householder application for demolition of garage and erection of single storey side extension and vehicle cross-over (Drop Kerb)

**Wendover Parish Council:** Support

**P23/96 23/02297/APP Land To The Rear Of 53 Tring Road Wendover Buckinghamshire HP22 6NU**

Erection of dwelling

It was noted that the location is not ideal. It would make the housing dense in that location as there would be limited garden around the property, but there are no reasons to oppose the development.

**Wendover Parish Council** – Neutral

**P23/97 23/02284/APP The Refuge London Road Wendover Buckinghamshire HP22 6PZ**

Erection of a first floor side extension, replacement roof tiles, rear fenestration and porch changes (Amendment to 23/00053/APP)

After reviewing the changes and the applications again WPC recommends use of bat boxes and nesting boxes in line with the ecological report.

**Wendover Parish Council** - Neutral

## 9. OTHER MATTERS

a) **HS2**

**P23/98** An update was provided from the site visit to the Small Dean Viaduct site. It was noted that there was support for a public meeting to update locals on the key issues which include the return of the land back to the community. Some of the land could be returned as soon as 2025. It was also noted that the mitigation for the Hampden Pond may need more work and support from HS2.

b) **CLOSURE OF RAF HALTON**

**P23/99** It was noted that some facilities may be transferred to Halton Parish Council, which was a positive that these would be kept within the Community.

## 10. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC PLANNING MINUTES

**P23/100** The meetings were noted.

## 11. CLOSURE OF MEETING

**P23/101** As all business was transacted and the meeting closed at 7.27pm

Signed by  
Chair to the Planning Committee

Date:



## ITEM 12a CHRISTMAS EVENT – CHOSEN CHARITY

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### BROUGHT BY

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Office

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### SUMMARY

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To consider local charitable organisations and agree who should receive the money raised through the Christmas event.

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### PARISH COUNCIL BACKGROUND

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The Parish Council Christmas event is a fundraiser for a local charity which is agreed each year by council.

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### DETAILS

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Every year the event raises funds for a local good cause. The previous charities and what they were offered as as below:

#### **2022 – Wendover Shed**

Wendover Shed has a free stall at the Xmas Light Switch On. They could sell what they wished and keep all proceeds from the stall.

Wendover Shed will also receive money taken from the grotto

10% of takings from the food traders in lieu of their pitch fees

All monies raised for payment of pitches from the remaining traders.

#### **2021 – Wendover Junior Football Club**

50% each of the pitch fees from the rest of the non-food stalls attending

5% each of the takings from the 3 food stalls attending on the night

50% split of the monies from Santa's Grotto

50% split of all the monies you make on your stall

#### **2019 – Wendover Community Car**

Free stall

10% of food stalls income

Grotto donations

100% pitch fees

It is recommended that we standardise the offer so that it does not differ year to year:

- 100% grotto income if they provide a suitable Santa, otherwise 50% of grotto income (to allow us to cover expenses for a Santa provided by the Parish Council.)
- Free stall (keeping all income made)
- 10% of food stalls income in lieu of a pitch fee

The following charities have been suggested:

The Chilterns Neuro Centre (formerly MS Centre)

Wendover Youth Club



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**FINANCIAL CONSIDERATIONS**

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- This is all in line with the budget set for the event

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**LEGAL AND OTHER IMPLICATIONS**

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- n/a

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**PROPOSAL**

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**To agree the standard fundraising offer for the Christmas event and appoint the charity for the 2023 event.**



## ITEM 12b COVID RESPONSE

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### BROUGHT BY

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Chair

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### SUMMARY

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To consider the submission to the Covid enquiry from Wendover Parish Council

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### PARISH COUNCIL BACKGROUND

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**PC23/108** A member of the public drew attention to the enquiry into the govt handling of the Covid pandemic. It was outlined that there is an opportunity for Wendover's voice to be heard. It was noted that Wendover was a good place to be during the pandemic, however, this was due to the efforts of the people of Wendover with no tangible help or support from local or central government. The member of the public requested that the Parish Council support an application into the enquiry. It was discussed and agreed that the Parish Council would consider the submission at the next meeting.

There was a question from Council as to if Wendover do anything wrong. The member of the public felt there was nothing specific that went wrong in Wendover, and everybody was in the same situation. However, one learning point was that the emergency procedures had not considered a long-term crisis and were more focused on discrete incidents. It was noted that the emergency procedures are due for review and will include the comments from this review.

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### DETAILS

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The following response has been distributed to Council and this includes feedback from Councillors:

## Submission to the Covid Enquiry

Submission from Wendover Parish Council

### Summary of issues

- The view from Wendover Parish Council was that Central Government did not seem prepared for a pandemic.
- County level Local Government reacted quickly but was ineffective at the outset as it waited for information, funding and permissions.
- We felt very much alone in formulating our response.
- Community level organisations were able to establish needs and respond much faster than other tiers of government.
- Community responses could have been more effective if training, planning and general resilience practices had been in place.
- The Primary Care practitioners and Pharmacists did not find it easy to work in a cooperative and flexible way with the Parish Council



- Data protection legislation and its interpretation undoubtedly slowed or blocked the national response to Covid.
- There is good in communities and people and businesses will help each other. People are amazing and are prepared to rise to extreme challenges like Covid. That is still a largely untapped asset.
- It is easy to see a threat like Covid as THE thing. To draw resources away from day to day services to fight the threat. But life goes on, and the day to day things like social services are still required. Wendover found that they weren't always available during Covid.

## Context

Wendover is a village of some 7400 population and is about 35 miles north of London, in Buckinghamshire. It is a Civil Parish and benefits from a Railway Station, Health Centre, Schools, Markets, a comprehensive mixture of retail outlets and the amenities associated with being located at the foot of the Chiltern Hills. It is administered by a Parish Council under the umbrella of Buckinghamshire Council.

The Parish of Wendover currently consists of approximately 3520 properties of which 201 are Ministry of Defence housing, and 352 are in the Vale of Aylesbury Housing Trust. There are 1013 three bedroom properties, 1372 larger and 920 smaller ones. (2018 Parish precept data) 66.2% of residents own or are buying their home.

The population of Wendover is around 7,400 residents, 17.8% being under 15, 24% being 15-35, 27.9% being 35-55, 12.4% being 55-75 and 9.7% being over 75. Compared to the national average Wendover has a slightly higher 35-65 age range with the 45-55 group being in the top quintile nationally.

Wendover is well served as a Strategic Settlement in Aylesbury Vale. A regular rail connection to Marylebone and Aylesbury is operated by Chiltern Railways. Various buses operate to Amersham and Aylesbury. The A413 connects to Amersham and Aylesbury, and the B4009 to Tring and Princes Risborough. The Wendover Arm of the Grand Union Canal begins at Wharf Road and is a frequently used path for walkers. The Ridgeway Path also passes through Wendover High Street, down the Heron Path and near to St Mary's Church. There are many other footpaths taking people to Coombe Hill, the Chilterns Area of Outstanding Natural Beauty and Wendover Woods. The Canal and playgrounds at Ashbrook and Hampden Field offer recreation for children and there is a skate park adjacent to the London Rd.

There are three schools on the main Wharf Road Campus, John Hampden First School, Wendover CE Junior School and John Colet Secondary School. These are all well respected in the area and are oversubscribed as a result. The Chiltern Way Academy is off Church Lane and supports pupils with learning difficulties. Nursery provision is provided by 3 pre-schools and 1 nursery. There is a community swimming pool on the School Campus, run by a local swimming association. St Mary's Church and St Anne's Church serve the area and are also used as meeting venues for some of the many groups. Wendover has a GP surgery, Community Library, Post Office, Building Society, various shops and businesses, care homes, dentists, optician, pharmacy, chiropodist, podiatrist, garages, petrol stations, restaurants and public houses. There is a weekly market and a monthly local produce market.

Many of the residents work in London and commute via train or car as there are relatively few employment opportunities within the town. With hybrid working and the new normal we are yet to see the impact on the local area and commuter numbers. Wendover provides 2,700 jobs in 400 businesses.

RAF Halton is the largest local employer, situated adjacent to the northern boundary of the Parish, but is set to close in 2028. The largest companies in Wendover include: Mowlem Building Maintenance; Caswell Maintenance Services Ltd; Avatu; Chilterns MS Centre; Rumsey's Handmade Chocolates Ltd; many salons, pubs and restaurants.





## The Wendover Response

At the outset of Covid, using the available Data, it appeared that Wendover could reasonably expect to have 400 Covid deaths. Fortunately, this did not come to pass. However, 400 deaths in such a small community would have been significant and the threat did spur the community's actions to mitigate Covid.

The Wendover community response to Covid was both effective and compassionate. It was called the Wendover Good Neighbour Scheme.

It was a grassroots action, with the community's initial scattered response being drawn together, administered and guided by the Parish Council and community leaders. The stated objective being to offer any person in the Parish who requested it, help with Shopping, Prescriptions and or a Kind Word.

## Wendover Parish Council (WPC)

The WPC consists of 13 councillors. A significant number of councillors could be considered as being vulnerable by age or from pre-existing conditions. An analysis of the demographics of WPC would show that it is the norm that the council would contain a good number of people considered as being vulnerable. This situation probably maps onto many Parish Councils around the country.

The Wendover Parish Councils Community Emergency Plan was up to date and in place, but its scope was more focused on a short, sharp incident or accident strategy. It did not offer sufficient guidance for a long term, evolving problem like Covid. None of the councils many policies offered a solution to the administration, management or communication challenges posed by Covid. However, the Council was fortunate that the necessary skill set, to allow an effective response, was available within the community.

Through the efforts of the Parish Council Chairman, Tom Walsh and Parish Clerk, Keith Shelly, a basic register of volunteers was started consisting of their contact details. The WPC phone number was promoted as a community contact point for helpers and those that needed help. This provided a light-handed guidance and structure to the operation.

The end result was that Wendover quickly developed a network of over 100 volunteer wardens who operated on a zonal basis, managed by a committee of 6 people, David Ball, Cllr. Karen Clare, Cllr. Stephen Worth, Robert Duggan, Cllr. Tom Walsh and Clerk Keith Shelly. This was supported by the Parish Council's communication system and admin support, further bolstered by social media groups.

The objective was that anyone could call for help and be sure to get support.

This expanded to include additional volunteer warden drivers, working with local retailers, delivered food orders on request. There were no significant disputes/problems/failures recorded.

The open spaces managed by the parish council were at a premium particularly during the lockdowns and this was an experience shared across the country. Whilst Wendover just managed to maintain these spaces, it became more difficult with long term Covid illness within our grounds team. This problem was almost certainly being replicated within parishes around the country but Wendover felt isolated in dealing with the problem when a shared resource would have been much appreciated.



## Observations

Our position, at the sharp end of the community's response to covid, required us to develop communication channels with other tiers of government. This was often quite frustrating. Our observations drawn from this experience are as follows:

### Working with other tiers of government

- The County Council quickly put good people in place to work with community groups and parishes. Unfortunately, poor information and a lack of consistency from the leadership negated the usefulness of this support service. For example, In the very early days of lockdown the County Council asked the Parish to collect hot food from Aylesbury, 5 miles away, on arrival 19 portions of "Bangers and Mash" were supplied without any guidance as to who in our 7400 population should receive them.
- Central Government developed a list of vulnerable people. In Wendover the 'vulnerable list' was not up to date or accurate from the outset or in its later iterations. Consequently, some non-vulnerable people were issued with food parcels and some needy were not. The local response was frustrated by being denied this basic (though flawed) information. We proceeded on the basis that everybody was vulnerable until it had been established locally that this was not the case.
- Important information was withheld from the Parish Council which added unnecessary complexity to the community response. It was very much Data Protection rather than Public Protection. Information was later released to major supermarkets long before it was available to the Parish Councils and thus the community who were actively supporting all of the residents that needed help.

### Working with the NHS and pharmacies

- The NHS Angels system was ineffective in Wendover. It was established very late in the day and did not try to integrate with the well-established Parish response in any meaningful way and there was confusion and duplication.
- Wendover's Pharmacies were a weak link in the communities Covid response. Integration with the local response Wardens was resisted by the pharmacy and a lot of Warden time was wasted as a result.

### Working with third parties/other agencies

- Local grocery stores quickly established a means for local Wardens to fulfil vulnerable' customers shopping orders using volunteer delivery drivers.
- Being in the open air, with stalls well-spaced, our local outdoor markets were hugely successful during the pandemic and popular with locals as a way of supporting their household and grocery needs.
- Provision for emergency accommodation was a problem, all the hotels had been shut down or repurposed. During lockdown Wendover had a blind parishioner flooded out of their home by a burst pipe. Another parishioner was suffering extreme bullying by neighbours which was greatly exacerbated by lockdown. No alternate accommodation was available through social services or any other source. Community needs for emergency shelter or sanctuary were cut off by the regulations or the interpretation of regulations surrounding Covid.



- Whilst most of the Wendover community assets such as the swimming pool, youth centre, hall and sports clubs survived the initial crisis, largely by using their reserves, they are now at risk. The council has received a significant increase in funding requests and the covid crisis is being cited as a reason for seeking the funding in almost all cases. Whilst there are Covid recovery funds available it does feel like there could be a more co-ordinated approach and parish councils are invaluable at being able to identify need and priority in their areas.

## Recommendations

Parishes are a useful resource during emergencies like Covid. However, they need to be empowered to deliver. Therefore, we recommend:

1. That any best practice from this pandemic be shared with Parish Councils and model documents (emergency plans), policies and procedures be produced for all tiers of government.
2. Allowing Parish Councils to “clear the decks” so that they can operate efficiently and deliver a tailored response to the community they represent.
3. Suspending standing orders and delegating necessary powers to deal with the emergency are vital. For example, allowing online/hybrid meetings should become a standard response that can be invoked by the Council in any recognised emergency.
4. Ensuring that Parishes are in the communication loop with other tiers of government. Knowing what is and is not being provided by other agencies will prevent duplication or issues not being addressed.
5. Ensuring that any data (or data updates) about their residents that allows the Parish to target vulnerable people or tailor a response should be sent to the Parish at the first opportunity.
6. That there is a mechanism by which local pharmacies, GPs and related health services can communicate in an ongoing emergency. This is probably best established as a local forum that operates on an annual basis that can then step up to a more frequent forum during emergencies.
7. That Parish Councils are consulted on any changes to Emergency Plans for other tiers of government so they are keyed into their response and can understand how their own plans can fit the broader context.

Whilst we have focused our response on the role of the Parish Council our experiences do have recommendations for broader consideration:

8. An emergency accommodation network be setup that can be used during such incidents as the pandemic.
9. There were many positives from local retailers engaging with the Parish Council and funding and networks to support that relationship would help in future emergencies.
10. Any list of “vulnerable” people will be, in part, specific to the incident or challenge. However, it is critical to any local response. The speed of delivery and accuracy of this list is vital to any response. We recommend that a core vulnerable list be permanently “ready” with scenario plans for any additional names depending on the challenge being faced.
11. That local government identify a shared pool of resources that can be called upon in an emergency situation – for example, grounds maintenance could temporarily be shared between parishes to keep open spaces accessible.
12. Any long-term recovery funding should include parish councils that could help determine need and priority in the area.

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## FINANCIAL CONSIDERATIONS

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- n/a



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**LEGAL AND OTHER IMPLICATIONS**

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- n/a

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**PROPOSAL**

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To recommend the report and submit to the Covid enquiry



## ITEM 12c HS2 PUBLIC MEETING

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### BROUGHT BY

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Chair

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### SUMMARY

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To note the current plans approved by the Environment Agency that no longer pose the same danger to Wendover's water courses, but don't specifically mitigate the Hampden Pond. To consider authorising holding a public meeting in September to update people on the current HS2 issues and consider authorising the open spaces working group to start bringing together groups who would like to undertake projects on the land returned by HS2.

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### PARISH COUNCIL BACKGROUND

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The Parish Council held a briefing on HS2 issues presented by Wendover HS2 MAG as a part of the planning committee meeting on Tuesday 18<sup>th</sup> July.

This issue was discussed at the meeting on 1<sup>st</sup> Aug 2023 and minute was as follows:

**b) HS2 Public Meeting**

**PC23/109** It was noted that some waterways concerns have gone away but there are still some concerns around the information presented at the previous meeting. Whilst it could be an important time to consult with the Parish about these issues until we know the full details it may be a bit too early for a public meeting. The decision was deferred until more information was available.

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### DETAILS

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#### HS2, Environment Agency and Waterways

At a meeting between Wendover HS2 MAG and HS2 it was confirmed that there will be mitigation for the aquifer damage and careful monitoring of the Weston Turville SSSI. The Hampden Pond (and the chalk streams that feed into the canal) have also been considered. Preserving the Hampden Pond is not an official requirement by HS2/EKFB as set out in the environment agency approval to cut into the aquifer. Any support from HS2 to implement solutions such as an Artesian well will have to be negotiated agreed and funding applied for.

#### Ongoing issues

This still leaves the key issues with noise and traffic which we will continue to monitor and support any mitigation activity. There is also the opportunity for the local area that arises from how the land that is returned by HS2 is used and any positive impacts that this could have.

Therefore we feel that:

- We should show the Parish that their Council is still working hard to mitigate any impacts of HS2.
- We should start to co-ordinate with any groups looking to develop projects on the land that is being returned by HS2 so that the interests of the Parish can be considered.



### **A public meeting**

With a public meeting we can brief the parish on the ongoing issues and what is and can be done to mitigate them. This will give the opportunity to raise the level of awareness and would make it easier if there are further campaigns to be run.

The Open Spaces Working group could then look after co-ordinating what happens when the land is released back and ensure projects talk to each other for the best of the residents. The public meeting would be an ideal space to recruit new members to the open space working group.

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### **FINANCIAL CONSIDERATIONS**

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- n/a

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### **LEGAL AND OTHER IMPLICATIONS**

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- n/a

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### **PROPOSAL**

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- To consider authorising the office to schedule a public meeting on HS2 (probably in October)
- To consider authorising the open spaces working group to co-ordinate those projects for land being returned by HS2 in Wendover



## ITEM 12d MINOR GRANT – GUIDE HUT KITCHEN

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### BROUGHT BY

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Office

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### SUMMARY

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To consider an application for a minor grant

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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A minor grant application has been received and because of the timing of the expenditure it can not be heard by finance committee as is the normal process.

The redacted form is enclosed and we have received all required paperwork including accounts and quotes for the work.

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### FINANCIAL CONSIDERATIONS

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- The budget has not yet been used – there is £5k left in the budget

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### LEGAL AND OTHER IMPLICATIONS

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- n/a

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### PROPOSAL

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## REDACTED FORM

### Wendover Parish Council Grant Application Form

Name of Organisation
<b>Wendover Friends of Guiding</b>
Official / Registered Address of the Organisation
Address to which correspondence should be sent if different from above



Contact details of the person completing this application	
Contact name	
Position held	
Daytime telephone number	
Email address	
When was your organisation established? <b>1967</b>	
What is the legal status of your organisation? <span style="float: right;">please tick one of the following</span>	
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) <b>300696</b>	
What does your organisation do? <b>Maintenance and support of Girlguiding in Wendover with specific responsibility for the upkeep of the premises in Manor Crescent, Wendover.</b>	
How many people are involved in your organisation?	
Committee/Board <input type="text" value="5"/>	Paid Workers <input type="text" value="0"/> Volunteers <input type="text" value="8"/>
Has your organisation received a grant from WPC before? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please state when the last grant was given and what it was for	
<b>PROJECT</b>	
Project Description (please give start and end dates) <b>Kitchen removal and replacement, including removal of asbestos insulation panelling in kitchen area of Guide Hut in Manor Crescent. This grant application is to cover a portion of the installation of the new kitchen.</b> <b>Project start summer 2023, finish autumn 2023.</b> <b>We had been planning to replace the kitchen for more than three years. Several occurrences came together to make it likely in summer 2023: 1. Buckinghamshire Council (land leaseholder) sent a surveyor in autumn 2022 who recommended that a kitchen replacement be the next project undertaken; 2. A Wendover kitchen fitter we were already in contact with had availability in summer 2023; 3. A family in Manor Crescent who have been involved in Guiding for some years offered their kitchen, as they were having a new one fitted (unfortunately, due to previously unknown water damage in their kitchen, we were only able to use some of the cupboards, which has substantially increased the cost of the project - the kitchen fitter has appealed to two local suppliers for discounted 'seconds' that he can fit for us).</b>	





Project Benefits in relation to Wendover, its residents and visitors  
**Wendover Guide Hut is used by Wendover’s five Guiding units and the Guide Shop which serves the area covering Aylesbury to Wycombe, as well as various community groups as a hiring venue.**

How will you know if you have achieved what you set out to do?  
**Once the new kitchen has been fitted, we will have achieved our primary goal.**

**EQUAL OPPORTUNITIES**  
 Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy? If **yes**, please enclose a copy.  
 Yes  No

**FINANCIAL INFORMATION**  
**You must include a copy / extract of your organisation’s latest annual accounts with this application**

Please give a breakdown of total costs for the project (relevant items can be grouped):

Item	Detail	Cost £
<b>(kitchen installation - Itemised quote provided)</b>	<b>Supplies and labour</b>	<b>4,320.95</b>
	<b>VAT</b>	<b>864.19</b>
<b>(kitchen and asbestos panel removal –quote from chosen contractor provided)</b>	<b>Health &amp; safety &amp; labour</b>	<b>3910.00</b>
	<b>VAT</b>	<b>782.00</b>
<b>Thermoguard asbestos sealing paint for remaining panels in the Guide Hut</b>	<b>50m2 x 3 packs in eggshell finish, colour cream, from Rawlins Paints website (inc VAT)</b>	<b>858.24</b>
<b>Total cost of project £ 10735.38</b>		
<b>Grant request total £ 1000.00</b>		

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.  
**Like many charities, we have been victims of the increase in cost of living. Our donations/income have also decreased as our outgoings have increased, so we have already spent some money from reserves to cover core costs and outgoings related to this project which have not had grant funding at this time. We have had a grant to cover asbestos panel removal from Lionel Abel-Smith Trust and applied to Wendover Community Board for funding for the specialist paint for the remaining panels. We are in the process of applying to other organisations for small grants to cover the remainder, and reluctant to spend our remaining**



**reserves in case our costs continue to increase, or unexpected expenses occur. A copy of the 2023-24 accounts (in progress, not yet audited) is included with this application.**

**Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:**

- A copy of your constitution or set of rules for your organisation
- Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations
- Evidence of appropriate insurance
- Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)
- Appropriate signatures

**DECLARATION**

Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.

I accept the following conditions will be attached to any funding received:

All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council.

If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.

**We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.**

Signed..... Date ...15/08/23.....

Name .....

Position within organisation.....

Signed)..... Date .....15/08/23.....

Name ...

Position within organisation.....

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.



## ITEM 12e ASSET REGISTER

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### BROUGHT BY

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Office

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### SUMMARY

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To note that the asset list has now been checked and verified and consider the changes to the asset list

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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The assets have all been physically checked and located which changes noted below. Further, the threshold for assets was agreed to be items over £500 but I have included anything that is a permanent council fixture for public use, as there is a liability to having those items in the open spaces as well as their intrinsic value, hence the need to keep track of them. In effect this means that all the litter and dog bins are now recorded. Full list and disposals/acquisitions have previously been circulated.

Streetlights were checked by Sparkx in January and came back with no issues. We are currently awaiting replacement of a column that was removed by Thames Water after permission was mistakenly granted by Bucks Council but Bucks Council have not authorised a replacement because it was not their column. We are still resolving that issue.

Here are the asset disposals and acquisitions:



23/08/2023

Wendover Parish Council

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**ASSETS DISPOSED BETWEEN 31/03/2023 AND 23/08/2023**

User: CLERK

<u>Disp. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
01/06/2023	BE019	Bench Tring Road opp Tesco	600.00	600.00	0.00
01/06/2023	PI009	Picnic Table Witchell Round near disabled table	500.00	500.00	0.00
06/06/2023	GT009	Strimmer STFS410	600.00	600.00	0.00
		<b>TOTAL</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>0.00</b>



23/08/2023  
14:09

Wendover Parish Council

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ASSETS ACQUIRED BETWEEN 31/03/2023 AND 23/08/2023

User: CLERK

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
30/05/2023	GT023	Strimmer Stihl FS411 C-EM	687.50	687.50	0.00
07/07/2023	FG011	DeLonghi Portable A/C unit PACN82	433.00	433.00	0.00
26/07/2023	IT008	Laptop Clerk - HP250 G7	500.00	500.00	500.00
26/07/2023	IT009	Laptop Estates - HP250 G7	500.00	500.00	500.00
23/08/2023	BE069	Bench Rope Walk Meadow corner near Sluice Cottage and Hampden Meadow	600.00	600.00	0.00
23/08/2023	BE070	Bench Witchell Meadow between bottom gate and pedestrian gate (chapel lane) memorial Lilian Poppy Ml	600.00	600.00	0.00
23/08/2023	BN001	Bin - Closed brown plastic - main playpark close to road	400.00	400.00	0.00
23/08/2023	BN002	Bin - Closed brown plastic middle main playpark area	400.00	400.00	0.00
23/08/2023	BN003	Bin - Closed brown plastic fitness area	400.00	400.00	0.00
23/08/2023	BN004	Bin - Closed brown plastic next to bench far end of park	400.00	400.00	0.00
23/08/2023	BN005	Bin - Closed brown plastic right hand side gate looking into park	400.00	400.00	0.00
23/08/2023	BN006	Dog bin - right of middle locked entrance gates looking at park	350.00	350.00	0.00
23/08/2023	BN007	Dog bin - far end of park near sports court	350.00	350.00	0.00
23/08/2023	BN008	Dog bin - Near the ridgeway sign	350.00	350.00	0.00
23/08/2023	BN009	Bin - Closed black metal Hampden shelter	400.00	400.00	0.00
23/08/2023	BN010	Bin - Closed black metal Hampden shelter 2	400.00	400.00	0.00
23/08/2023	BN011	Bin - Open metal in playpark area	400.00	400.00	0.00
23/08/2023	BN012	Dog bin - Entrance gates to park off of Chapel Lane	350.00	350.00	0.00
23/08/2023	BN014	Bin - Closed black plastic London Road end by bench	400.00	400.00	0.00
23/08/2023	BN015	Bin - Closed black plastic Heron Path end near fishing platform	400.00	400.00	0.00
23/08/2023	BN016	Bin - Closed black plastic next to bench o/s Pharmacy	400.00	400.00	0.00
23/08/2023	BN017	Bin - Closed black plastic next to bench o/s Beacons	400.00	400.00	0.00
23/08/2023	BN018	Bin - Closed black plastic next to bench o/s Numbers	400.00	400.00	0.00
23/08/2023	BN019	Bin - Closed black plastic next to bench opp Istanbul	400.00	400.00	0.00
23/08/2023	BN020	Dog bin - Babington Rd – North side opposite junction with Longcroft Ave where a path goes into the	350.00	350.00	0.00
23/08/2023	BN021	Dog bin - Mcindoe drive – on grass to west of junction of Cruikshank and Mcindoe Drive.	350.00	350.00	0.00
23/08/2023	BN022	Dog bin - Entrance to Rope Walk Meadow Chapel Lane	350.00	350.00	0.00
23/08/2023	BN023	Bin - Closed brown plastic entrance to Rope Walk Meadow Chapel Lane	400.00	400.00	0.00
23/08/2023	BN024	Dog bin - middle of bank Old Tring Road side	350.00	350.00	0.00
23/08/2023	BN025	Bin - Closed black metal car park entrance	400.00	400.00	0.00
23/08/2023	BN026	Bin - Closed black metal car park extension/Chapel Lane end	400.00	400.00	0.00
23/08/2023	BN027	Bin - Closed brown plastic near picnic table small pond	400.00	400.00	0.00
23/08/2023	BN028	Bin - Closed brown plastic near green metal bench bottom of f/path	400.00	400.00	0.00
23/08/2023	BN029	Bin - Closed green metal inbetween benches old scout hut	400.00	400.00	0.00
23/08/2023	BN030	Dog bin - top of Witchell by the car park entrance	400.00	350.00	0.00
23/08/2023	BN031	Dog bin - start of Witchell from Heron Path High	350.00	350.00	0.00



Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
		Street side			
23/08/2023	BN032	Dog bin - Church lane entrance by three posts	350.00	350.00	0.00
23/08/2023	BN033	Dog bin - High Street entrance Heron Path	350.00	350.00	0.00
23/08/2023	BN034	Dog bin - Playground behind Tedder Road	350.00	350.00	0.00
23/08/2023	BN035	Dog bin - corner of Barlow Road and Beechwood Lane	350.00	350.00	0.00
23/08/2023	BN036	Dog bin - Mill Path Aylesbury Road end	350.00	350.00	0.00
23/08/2023	BN037	Dog bin - Canal Path adj end of The Paddocks	350.00	350.00	0.00
23/08/2023	BN038	Dog bin - End of Dobbins Lane corner of Bridleways	350.00	350.00	0.00
23/08/2023	BN039	Dog bin - Start of f/path from The Cedars to Perry Street	350.00	350.00	0.00
23/08/2023	BN040	Dog bin - Aylesbury road corner of Grenville Avenue	350.00	350.00	0.00
23/08/2023	BN041	Dog bin - o/s 4 Halton Lane	350.00	350.00	0.00
23/08/2023	PI014	Picnic Table - Ashbrook disabled right of middle locked gates looking into park, closest to cycle ra	600.00	600.00	0.00
		<b>TOTAL</b>	<b>18,970.50</b>	<b>18,920.50</b>	<b>1,000.00</b>

**FINANCIAL CONSIDERATIONS**

- This slightly increases the asset values which will have to be explained on the AGAR next year

**LEGAL AND OTHER IMPLICATIONS**

- n/a

**PROPOSAL**

To note and accept the current asset register as previously circulated