

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

6<sup>th</sup> June 2023 at 7:30pm

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

**Present:** Councillors Ballantine, Goodall, Lloyd-Evans, Standen, Thornton, 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:** 3

### 1. APOLOGIES FOR ABSENCE

**PC23/036** Apologies were received and **ACCEPTED** from Cllrs Gallagher and Walker

### 2. DECLARATIONS OF INTEREST

**PC23/037** None were declared

### 3. MINUTES

**PC23/038** The minutes of the Parish Council of May 2023 were considered and were **RESOLVED** as a true record and signed by the Chair.

### 4. CHAIR'S ANNOUNCEMENTS

**PC23/039** Councillors were asked to note the RAF Freedom Parade on the 25<sup>th</sup> June and all Councillors were asked to attend the reception after the event.

We are currently looking to co-opt additional Councillors and are currently looking for 2 councillors with a further councillor at a later date. Councillors are asked to encourage any resident who may be interested to apply.

Abbeyfield Retirement Home is scheduled to close. The Abbeyfield organisation is looking to close 41 homes including the one in Wendover and they are looking to raise funds for legal representation to help prevent the closure. The closure will impact many long term Wendover Residents and whilst the Parish Council cannot get involved in the business affairs of Abbeyfield, it is happy to publicise any fundraising events being held.

### 5. PUBLIC PARTICIPATION

**PC23/040** There was no public participation at this stage.

### 6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC23/041**

- Buckinghamshire Council has held it's AGM and there are a few minor personnel changes of relevance to Wendover. Councillor Bowles is now the Chair of the Community Board with Councillor Newcombe remaining as Vice Chair.

- The Council are now making real progress on potholes and it is hoped that residents are noticing the difference.
- At the AGM there was a report on the Community Boards, which Councillors are recommended to read to see what projects are happening around the County. The Community Boards are keen to focus on facilitating improvement rather than being just a funding body. As a part of this contributory funding from the Parish Council, along with how it sits within the Council plans will be important in future bids.

## 7. CLERKS REPORT & CORRESPONDENCE

**PC23/042** The report was noted. There was concern from Council at the level of anti-social behaviour and vandalism in our open spaces. It was noted that a whole community response was needed and that plans would be discussed at Amenities Committee.

## 8. FINANCE AND PAYMENTS

- PC23/043** The payments to consider, totalling £27,961.90, were **RESOLVED** and signed.
- PC23/044** The financial reports were noted.

## 9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

### a) HS2 Working Group

**PC23/045** The report from the group was NOTED

### b) Chiltern Hub

**PC23/046** Councillor Gallagher met with a group who are proposing “The Chilterns Hub” which would be developed on land returned by HS2. It was noted that land returned by HS2 will be offered to the original landowners first for purchase and then put on the open market. It was further noted that this will not be for about 10 years so these are very early stages, but it may be advantageous to get into the Buckinghamshire Local Plan. Details of the Hub proposal will be forwarded by the Clerk. There are other parties interested in that land focusing on returning it for community benefit and the Parish Council will be kept updated with those.

## 10. REPORTS FROM STANDING COMMITTEES

### a) PLANNING

**PC23/047** The draft minutes of the meeting on 16<sup>th</sup> May 2023 were noted

### b) FINANCE

**PC23/048** The draft minutes of the meeting on 16<sup>th</sup> May 2023 were noted

## 11. REPORTS FROM WORKING GROUPS

### a) Wendover Community Action Plan Working Group

**PC23/049** It was noted that at the previous meeting there were two proposals and the one for the Manor Waste took the focus meaning the Community Action Plan was overlooked. The plan is separate to the Manor Waste Policy and has been in place since 2017. The latest revision of the plan was considered, and it was **RESOLVED** unanimously to adopt the latest version of the plan.

**b) Transport Working Group**

**PC23/050** Councillor Goodall reported on the three top priorities for the group.

Wharf Rd/Manor Rd - the group are making progress after some acute issues with irresponsible parking and parents wanting to gain access to the campus. Thames Valley Police have sent letters home through the schools to highlight the issues. The group is engaged with the Active Travel team to develop ideas around a "School Street".

South Street – There is much more interest in progressing this as there is anecdotal evidence of a marked increase in speeding with cars visibly breaking the speed limits. There will be a look at equipment to record speeds and a way to log issues/near misses via the website is nearly ready to go live.

EV charging – the project pilot is progressing and the group are helping to recruit for the pilot

**12. OTHER ITEMS**

**a) Annual Governance and Accountability Return (AGAR) 2023**

The documents which comprise the return to the external auditor were reviewed in turn and discussed line by line.

**PC23/051 End of Year Internal Audit Report** – the report was discussed and the letter explaining items K and L not being relevant to our Council was noted. The audit observations report was reviewed and it was noted there were just 4 observations. Of those 3 have been reviewed by Finance Committee and completed, with observation H1 already partially completed with full completion in June.

**PC23/052 Annual Governance and Accountability Return (Form 3) Section 1** – The Annual Governance Statement was considered. Each of the statements in boxes 1 to 9 were considered in turn and agreed that the Council had complied with all of those statements. The Council **RESOLVED** to approve Section 1 of the Annual Governance and Accountability Return.

**PC23/053 Annual Governance and Accountability Return (Form 3) Section 2** – The Accounting Statements 2022/23 were considered. Each of the boxes 1 to 11b were considered in turn with any variances between 2022 and 2023 explained to Council. The Council **RESOLVED** to approve Section 2 of the Annual Governance and Accountability Return.

**PC23/054 Reports to External Auditor – Explanation of variances and Bank and Cash Reconciliation as at 31 Mar 2023**– The reports were considered and it was **RESOLVED** to approve the reports to send to the external auditor.

**PC23/055 Exercise of Public Rights** – The notice and dates for the exercise of public rights were considered. It was **RESOLVED** that the notice would be announced on Friday 9<sup>th</sup> June 2023 and that the financial records will be made available on Monday 12<sup>th</sup> June 2023 and end on Friday 21<sup>st</sup> July 2023

**b) Cricket Club**

**PC23/056 Changes to the Ground** – A member of the public from the Cricket Club was there to support the application. There was a question that the access gate could encourage other traffic onto the ground but the Cricket Club reassured there would be a joint padlock on there so only the Club and WPC would be able to gain access through the gate. Emergency vehicle access would also be considered. The location of the new store was discussed and noted and that the store would be clad in wood to fit in with the conservation area. It was noted that in addition to the papers the Cricket Club would be looking to add solar panels, further add a sympathetic bin store to the pavilion to tidy that area up. The paper included details of the Witchell charter and a map of the Conservation Area which were noted. It was **RESOLVED** unanimously to allow the Cricket Club to make these works on the land and that they could now progress any submissions of planning applications and seek the funding and tenders required.

**PC23/057** The money raised by the Coronation event was considered and it was RESOLVED to donate to the Cricket Club. It was noted that the money would be put towards improvements to the square and a new pitch mat.

### **13. DATES OF FUTURE MEETINGS**

**PC23/058** To note the next Parish Council meeting Tuesday 4<sup>th</sup> July 2023

### **14. CLOSURE OF MEETING**

**PC23/059** As all business was transacted the meeting was closed at 8.58pm

Signed by *Julie Williams*  
Chair to the Parish Council

Date: Tuesday 6<sup>th</sup> June 2023

**PAYMENTS TO CONSIDER**

Jun Parish Council 6th June 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
07/06/2023	Heather Thornton	£56.98	Plants, trays and pots for clock tower window
07/06/2023	Phenom Networks	£192.00	Domain name renewal - 2 yr deal www.wendover-pc.gov.uk
07/06/2023	Task 53	£240.00	Specialist clearance of old plate glass and bulky items from allotments
07/06/2023	PawPrint	£140.40	Printer/Copier Costs
07/06/2023	Val Mayland	£80.00	Cleaning
07/06/2023	Marley Design	£475.00	Web and communications
07/06/2023	Numbers	£72.00	Payroll Services
07/06/2023	St Annes Hall Hire	£50.00	Hire of hall for meetings
30/06/2023	Salaries	£8,769.49	Monthly Salaries Bill
30/06/2023	LGPS	£928.34	LGPS Pension Costs
30/06/2023	HMRC	£3,493.24	Payroll Tax and NI
07/06/2023	Worknest	£4,487.38	Professional HR and H&S support including access to elearning units
07/06/2023	Worknest	£145.00	Legal expenses insurance
07/06/2023	BMKALC	£137.00	Arnold Baker Legal guidance on local council administration
07/06/2023	P Keran	£720.00	Emergency work on trees Castle Park Rd to prevent damage to vehicles
07/06/2023	P Keran	£2,580.00	H&S Works to trees as agreed at Amenities
07/06/2023	P Keran	£300.00	Emergency work to cherry brought down by storms
07/06/2023	Chiltern Secure Shredding	£28.80	3 bags of confidential waste
07/06/2023	BMKALC	£350.00	CILCA Training Courses for Clerk
07/06/2023	Farol	£825.00	Replacement strimmer (Best of 4 quotes)
<b>TOTAL BACS AMOUNT</b>		<b>£24,070.63</b>	

**CARD**

Date	To	Amount	Payment for
01/06/2023	Glasdon	£17.54	firexpire system bin fixings (damps down fire in bins)
30/05/2023	Post Office	£14.80	Stamps for office
25/05/2023	Aldi	£7.76	Office/kitchen supplies
18/05/2023	Lebara Mobile	£5.00	Office mobile
19/05/2023	Land Registry	£3.00	Title search for Walnut Tree Meadow re access and restrictions
17/05/2023	Post Office	£1.60	Postage for bank mandate form
<b>TOTAL Debit Card AMOUNT</b>		<b>£49.70</b>	

**DD/SO**

Date	To	Amount	Payment for
3 Jun 2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Jun 2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
5 Jun 2023	CASTLE WATER LTD	£5.75	Site Safe Water
6 Jun 2023	BE FUELCARDS LTD	£496.26	BP Fuel Card
7 Jun 2023	SMART PENSION LTD	£18.00	SMART pension admin fee
12 Jun 2023	SMART PENSION LTD	£778.30	SMART pension contributions
15 Jun 2023	BG LITE	£63.24	Manor Waste Electricity
15 Jun 2023	BG LITE	£236.44	Clock Tower Electricity
17/06/2023	DRAX	£1,271.53	Street Light Electricity
01/07/2023	BUCKS COUNCIL RECE	£82.00	Waste Container emptying
20/05/2023	MICROSOFT	£74.70	Microsoft 365 Licenses
28 Jun 2023	CASTLE WATER LTD	£5.59	Clock Tower Water
17/06/2023	BT GROUP PLC	£140.47	Clock tower phone/broadband
5 Jun 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
<b>TOTAL DD &amp; SO</b>		<b>£3,841.57</b>	
<b>TOTAL PAYMENTS</b>		<b>£27,961.90</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			