



WENDOVER PARISH COUNCIL
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PARISH COUNCIL MEETING AGENDA
3rd January 2023 at 7.30pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Membership: Councillors Ballantine, Bulpett (Chair), Durden-Moore, Gallagher, Goodall, Lloyd-Evans, Standen, Thornton, Walker, Washington, Williams and Worth.

To all Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

2) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3) MINUTES

Consideration of approval of minutes of the meeting on 6th December 2022 and 13th December 2022.

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

8) FINANCE AND PAYMENTS

- 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 note that the 23/24 Precept request was submitted alongside the 23/24 Budget (a requirement for precepts over £140000) on the 15th Dec 2022 and confirmed as received
- c) To receive the latest I&E reports, EMR reports and Balance Sheet

9) REPORTS FROM MEETINGS WITH OUTSIDE BODIES

10) REPORTS FROM SUB-COMMITTEES

a) FINANCE COMMITTEE

- i) To note the minutes of the extraordinary meeting on 6th December

b) PLANNING

- i) To note the draft minutes of the meeting on 6th December

c) AMENITIES

- i) To note the draft minutes of the meeting on 20th December
- ii) To consider approving the use of the CLAW tenancy as a starting point for negotiations, seek feedback and amendments from Wendover Shed and Authorise Amenities committee to set the detail of the agreement for approval by Council

11) REPORTS FROM WORKING GROUPS

a) HS2 Working Group

To note the correspondence sent regarding the A413 and previously circulated and receive updates on any matters relating to HS2 & the HS2 working group.

b) Parish Plan Working Group

To receive an update from the Parish Plan working group and consider:

1. Applying for title absolute for the Manor Waste.
2. Authorising the working group to progress
 - A public consultation plan for the manor waste based on the plans presented by the working group
 - A report on the implications for the Wendover Chamber of Commerce
 - Updating the Manor Waste policy for approval by Council

c) Transport Working Group

To receive an update from the Transport working group.

12) OTHER ITEMS

a) Parking review implementation

To receive an update on issues discussed at the Council Meeting on 13th Dec 2022 and consider approving the implementation of the parking review

b) Dates for the 2023/24 Meetings and Annual Parish Meeting

- i) To consider the date for the Annual Parish Meeting – 20th April 2022
- ii) To consider the date for the Council's Annual Meeting – 3rd May 2023
- iii) To consider regular Council meeting dates as per the paper
- iv) To consider authorising the Clerk to book in the venues based on availability for note at the next Council meeting

13) DATES OF FUTURE MEETINGS

To consider the next Parish Council meeting 7.30pm on Tuesday 7th February 2023

14) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk to the Council

Date: 23rd December 2022

WENDOVER PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting

6th December 2022 at 7:30pm

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

Present: Councillors Ballantine, Bulpett, Durden-Moore, Gallagher, Goodall, Thornton, Worth, Walker, Williams.

Clerk: Andy Smith

Chair: Councillor Bulpett

Members of Public: one

1. APOLOGIES FOR ABSENCE

PC22/311 Apologies were received and **ACCEPTED** from Councillors Standen

2. DECLARATIONS OF INTEREST

PC22/312 Councillors Worth, Durden-Moore, Williams and Gallagher had been part of the Wendover Warm Welcome Working group.

3. PUBLIC PARTICIPATION

PC22/313 A member of the public outlined the some of the background to the Wendover Warm Welcome project.

It was being run by Wendover Churches Together, each Church is a charity and Churches together is an unincorporated organisation. Individual churches take the lead on each project. St Mary's are taking the lead on Warm Welcome and will take the lead on finances.

It was noted that the project is looking to provide a warm space, food and conversation and will be run alongside the food bank.

The Diocese is providing some funding, but the project is looking for support and funding from the Parish Council.

It was noted that potential projects under consideration are debt counselling, budget management, healthy eating, and the provision of a community bank/credit union as debt is what is driving a lot of the issues. These will be discussed by Churches together in the new year.

4. CLERKS REPORT AND CORRESPONDENCE

PC22/314 Nothing to report – will be reported to council on the 13th December

5. AGENDA ITEMS

a) Wendover Warm Welcome Project

The comments by the member of the public were noted and the paper outlining the requests from Wendover Warm Welcome were considered.

PC22/315 The request for a grant of £1000 from the minor grant fund was considered and it was **RESOLVED** to approve this grant and make payment to St Mary's Church.

PC22/316 The request for the Parish Council to officially endorse the project including the use of the logo was considered and it was **RESOLVED** to endorse the project and add our logo to the scheme.

PC22/317 The request to receive support for the development of Digital assets and design to be done by the Council designer was considered and it was RESOLVED that this would be accommodated within the existing hours of our contract with our designer and they can be engaged on Warm Welcome work until the end of the financial year.

PC22/318 The request to re-engage community wardens was considered. It was noted that we still have contact with the four original regional wardens and that their contacts are already set up through WhatsApp and similar groups. It was also noted that the personal details of the wardens were held by the council. It was RESOLVED that we could use this existing network to help informally communicate the project to the residents.

6. DATES OF FUTURE MEETINGS

PC22/319 To note the next Parish Council meeting Tuesday 13th December 2022, 7.00 p.m. To be held in the Wendover Library Meeting Room

7. CLOSURE OF MEETING

PC22/320 As all business was transacted the meeting was closed at 8.09pm

Signed by
Chair to the Parish Council

Date Tuesday 13th December 2022

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

13th December 2022 at 7:00pm

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

Present: Councillors Ballantine, Bulpett, Durden-Moore, Gallagher, Thornton, Worth, Walker, Williams.

In attendance: Buckinghamshire Councillors Strachan and Bowles

Clerk: Andy Smith

Chair: Councillor Bulpett

Members of Public: 2

1. APOLOGIES FOR ABSENCE

PC22/311 Apologies were received and **ACCEPTED** from Councillors Goodall, Washington and noted from Bucks Councillor Newcombe

2. DECLARATIONS OF INTEREST

PC22/312 None declared

3. MINUTES

PC22/313 The minutes of the meeting of 1st November 2022 were considered. The minutes were **RESOLVED** as a true record and signed by the Chair.

4. CHAIR'S ANNOUNCEMENTS

PC22/314 The Chair offered thanks to councillor Durden-Moore for standing in whilst the Chair was away in November.

It was noted that the Wendover Shed group are happy to accept the use of the Hogtrough lane site. The Wendover Shed have made an offer to rebuild the sheds that are currently on the site, which is in poor state of repair.

The Wendover Wardens have received communications about the Wendover Warm Welcome and been asked if they could help to publicise the scheme.

The date of the RAF freedom parade has moved to June because of the Coronation.

There has been an email about standards in public life and there was a call to support a change in the standards in public life and councillors are urged to support that.

RAF Halton have issued an update on the plans for the site. Whilst the council were not represented at that meeting, we have been involved in representing the parish in the discussions leading up to this update.

5. PUBLIC PARTICIPATION

PC22/315 There was no public participation at this stage

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC22/316 Councillor Bowles gave an update on behalf of Buckinghamshire Council:

The council are running a welcoming spaces scheme in the public libraries and the community boards are also supporting the cost of living crisis by providing hampers. There will be a “warm box” offer for people to collect a box contain blankets and other items to support being warm and well. They will be able to be collected from county libraries. There are additional funds for the helping hands team to support people during the cost of living crisis.

During the cold snap there is an opportunity for additional grit bins.

The Pride of Bucks awards are being held and people encouraged to nominate individuals. #

Finally, the Council are looking at budgets for next year and trying to ensure there are no cuts to the services whilst not making significant raises to the council tax.

7. CLERKS REPORT & CORRESPONDENCE

PC22/317 The report from the Clerk was NOTED

8. REPORTS FROM OUTSIDE BODIES

PC22/318 Councillors Worth and Lloyd Evans visited Wendover Youth Centre to see how Council money was spent. In general they are doing exceptional work to support young people. It was noted that they are a very proactive group trying to support the issues in the area, for example they are looking at how they can support the problems of ASB being faced at the play parks. They also have strong ties with the John Colet school linking their support services. They reported on the use of the money. It goes to on a number of youth focused projects which will be fully reported on and published early in the new year.

PC22/319 Councillor Worth attended an Online biodiversity course. The presentation has been sent around to council.

PC22/320 Councillor Thornton attended the 74th AGM BMKALC online – 201 parishes belong to the association, and they delivered 74 courses plus a conference that was very well received. The subscription for the local organisation will remain the same for the next year but the national NALC subscription will increase to 20.5p per elector.

9. FINANCE & FINANCE COMMITTEE

a) **To note the minutes of the meeting of the 15th November**

PC22/321 The minutes were noted. It was further noted that there was a follow up meeting on the 6th Dec and these minutes would come to the next council

b) **To consider the list of payments and sign cheques**

PC22/322 There were no payments to consider

c) **To consider the 2024 budget proposal and precept request**

PC22/323 It was noted that the starting approach was to try and keep the precept the same as the previous year. However, this quickly became impossible, so the proposal has been refined by Finance to be as small an increase as possible. The precept has increased 10.04% in total but the Band D property will be paying an extra 78p per month. It is noted that this is significantly more than previous years but unavoidable. It was unanimously **RESOLVED** to accept the budget proposal and precept level as set out in the papers.

d) **To note an update on the Wendover Warm Welcome grant**

PC22/324 The update on progress was noted

10. STAFFING COMMITTEE

a) **To note the minutes of the meetings on 1st November and 15th November**

PC22/325 The Minutes were noted – The Chair expressed thanks to the Staffing Committee for their work ensuring the new staff are settled in. It was further noted that probation reviews for the new office staff are tomorrow and the appraisals for the grounds team are next week.

11. OTHER MATTERS

a) **HS2 Working Group**

PC22/326 The group met on Tue 6th Dec and at that meeting and it was agreed that the group would focus on specific strategic issues such as a “noise conference”. The day-to-day activity (such as a truck taking water from the wrong place) would be handled by the office. It was noted that the recent opportunity for lobbying was a difficult issue, and it took too long to get agreement, meaning the opportunity was missed. Councillor Lloyd-Evans has been appointed as chair.

b) **Parish Plan Working Group**

PC22/327 It was noted that the council can apply for title absolute for the manor waste and this issue will come to the next meeting. There will be a briefing to council before the meeting on the implications of that decision. The identity for Wendover is about to be implemented and next year there will be a review on the welcome to Wendover website

c) **Transport Working Group**

PC22/328 The papers from the transport working group had been previously circulated and highlighted the three priority areas for the group, which also feature in the new Term of Reference. The three priorities are:

- School Zone,
- Improved walking and cycling access
- South Street, particularly speed.

As part of those priorities the group would like Council backing to apply for funding from the Community Board.

1. Covered Cycle Racks
2. Study into the logistics of getting to and from school and the traffic around the school area

It was noted that the covered cycle racks may not fit in with the conservation area and this would have to be considered before any implementation. It was **RESOLVED** to support both bids for funding to the Community Board.

A restart of the electric vehicle charging study was noted. The Community Board have notified that a pilot EV charging project will go ahead in Wendover. More details to follow.

d) Update on the parking review and next steps

PC22/329 The project now goes to the Bucks Parking Review group. There is a defined list of works, and the costs are going to be covered by Community Board funding. Within the project there is a historical project initiation cost of £4k that will need further clarification

It was noted that we haven't communicated with the community before implementation, so the community are aware of the results of the consultation. This would be helped if there was a final map of the planned works. A member of the public voiced concern that the plan will result in reducing parking spaces in Wendover.

It was further noted that much of the implementation was for markings that re-enforce the highway code and there was uncertainty as to why Council was paying for that.

It was **RESOLVED** to find the answers to these questions before approving the implementation and that it should come back to Council.

e) CLAW Licence Agreement and Support for Funding

PC22/330 It was **RESOLVED** to accept the amended agreement and the lease was signed by both parties. It was noted that the area is now being referred to as the Wendover Wild Belt

PC22/331 There was a request for support from the Council in their bids for Community Board funding. It was **RESOLVED** to support the following bids:

- To enable pedestrian access at the north end, an accessible gate (2 part gate with option for vehicle access) in keeping with the conservation area.
- To put a water collecting structure plus storage tank on the site

f) Direct debit mandate for new energy supplier

PC22/332 It was **RESOLVED** to put the new energy supplier on Direct Debit as per previous arrangements for energy providers

g) Policy renewal

PC22/333 It was **RESOLVED** to extend the Witchell Car Park policy. Amenities Committee will undertake a thorough review and bring back to a future council.

12. CONFIDENTIAL ITEMS

PC22/308 The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest. It was **RESOLVED** to move into a confidential session.

a) Motor insurance renewal

PC22/309 The quotes were discussed. It was **RESOLVED**, with 1 abstention, to accept the renewal quote from the current provider.

b) Skate park tender

It was noted that as only one organisation had tendered for the skate park work. It was **RESOLVED** to put the tender documents on Contract Finder with a deadline of the end of January.

The concept design was discussed and noted. It was **RESOLVED** to devolve the tender work to Amenities Committee with the final approval coming to Council when the tenders and designs had been agreed. It was noted that this will not affect the grant that has been received from the community board.

13. DATES OF FUTURE MEETINGS

PC22/334 To note the next Parish Council meeting Tuesday 3rd January, 7.30 p.m.

14. CLOSURE OF MEETING

PC22/310 As all business was transacted the meeting was closed at 8.25pm

Signed by
Chair to the Parish Council

Date: Tuesday 3rd January 2023



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

Clock in the Clock Tower

After significant efforts and setbacks the clock is now working and striking the hourly chimes. We have monitored the clock and to this moment in time it is keeping good time. The clock working for the new year is a significant issue for Wendover so we are pleased this could be resolved in good time.

Hedges at Little Hampden Close

This issue has been a regular issue over the years with all parties denying responsibility. We have now settled the issue in that it has been accepted by Buckinghamshire Council that it is a highways issue and will be looked after by them. The hedge was cut on 22nd December.

New Weed Brush and siding out

The new purchase has been used by the grounds team who were able to complete more work in 2 days than they had been capable of doing in 3 years with a spade. This will be of particular benefit to those using paths in the area with double buggies or cyclists overtaking pedestrians on shared paths.

Staff probation and appraisal

All staff have either undergone appraisal or probation and this has been a very positive exercise. The two new staff have passed their probations and we are now ready as a team have a real impact on the local community.

Correspondence re: Rats

A resident as complained about the rats on Dobbins Lane which appear to be coming from the Budgens rear car park area. They were referred on to Council environmental health and pest control

Chickens on allotments

We have had continued complaints about the presence of chickens in a double caged run with a solid roof on the allotments. Whilst we have double checked that all government guidelines and best practice are being followed the complainant is still dissatisfied and may take the complaint elsewhere.

HS2 Works

A letter from the HS2 group has been sent to HS2 and EFKB to outline improvements to on road communications of closures and traffic controls to drivers on the A413. This is a source of much frustration to residents and those who need to drive on that road. The Council has also made similar representations in our fortnightly communications meetings with the contractors.

Minutes on the Website

There have been reported issues with minutes (and papers) being available on the website. I have investigated these issues, and whilst I didn't find any issues, we encourage others to check and report to myself. Further, the full packs of papers for each meeting will now be available from the website alongside the agenda hopefully increasing transparency.

PAT Testing

All electrical equipment in the Clock Tower and Site Safe has undergone and passed its annual inspection



Defib Units

The unit based at Budgens ceased to work and so was temporary replaced by a loan unit. This has now been replaced and we are back up to full strength on Defibs around the village.

Lighting in the Clock Tower

The broken units have been replaced with LED units and the office is now sufficiently bright enough!

Warm Welcome

The flyers were delivered to the Clock Tower and collected on 22/12/22 for distribution. The lead wardens have been communicated with to help support spreading the word on the Warm Welcome.

 WARM WELCOME
www.warmwelcome.uk

**Wendover
Warm
Welcome**

**Socialising over
the winter**

Join us for a hot drink and some cheerful
company this winter in Wendover

**EVERYONE IS WELCOME
FREE ENTRY**

Open at the Wendover Christian Centre
Aylesbury Road, HP22 6JG
(opposite Wharf Road)

In partnership with  

23/12/2022

Wendover Parish Council Current Year

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10:05

Detailed Income & Expenditure by Budget Heading 23/12/2022

Month No: 8

ITEM 8c - INCOME AND EXPENDITURE REPORT TO NOV

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	0	1,630	1,432	(198)			113.8%	
1005 Charter Fair	110	220	200	(20)			110.0%	
1010 Cricket Club Lease	0	150	300	150			50.0%	
1021 Markets - Local Produce	228	998	2,000	1,002			49.9%	
1022 Markets - Weekly Market	888	4,463	10,400	5,937			42.9%	
1030 Other Rental (Ashbrook)	0	1,381	1,500	119			92.1%	
1035 BCC Devolved Footpaths Income	0	17,613	17,613	(0)			100.0%	
1214 Christmas Trees	467	1,358	0	(1,358)			0.0%	
1260 Xmas event income	0	123	500	378			24.5%	
1261 Rifle Club Lease	0	100	100	0			100.0%	
Amenities Income :- Income	1,693	28,035	34,045	6,010			82.3%	0
Net Income	1,693	28,035	34,045	6,010				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	36	500	464		464	7.3%	
4105 Christmas Decorations	0	0	5,000	5,000		5,000	0.0%	
4109 Promo Materials	8	8	500	492		492	1.5%	
4110 Entertainment & Events ex s137	50	2,176	2,000	(176)		(176)	108.8%	
4112 Floral Display	0	1,915	5,000	3,085		3,085	38.3%	
4122 Markets - Local Produce	0	263	500	237		237	52.6%	
4124 Markets - Business Rates	110	878	1,300	422		422	67.5%	
4125 Markets - Water	0	14	50	36		36	27.1%	
4126 Markets - Electric	0	158	230	72		72	68.6%	
4130 Quiz	296	296	100	(196)		(196)	296.4%	
4132 Christmas Celebration Event	617	1,448	2,200	752		752	65.8%	
Events Expenditure :- Indirect Expenditure	1,081	7,191	17,380	10,189	0	10,189	41.4%	0
Net Expenditure	(1,081)	(7,191)	(17,380)	(10,189)				
130 Highways Expenditure								
4200 Bus Shelters	0	0	1,000	1,000		1,000	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	755	2,000	1,245		1,245	37.8%	
Highways Expenditure :- Indirect Expenditure	0	755	4,000	3,245	0	3,245	18.9%	0
Net Expenditure	0	(755)	(4,000)	(3,245)				

Continued over page

Detailed Income & Expenditure by Budget Heading 23/12/2022

Month No: 8

ITEM 8c - INCOME AND EXPENDITURE REPORT TO NOV

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Street Lighting Expenditure								
4300 Electricity	1,060	7,395	10,500	3,105		3,105	70.4%	
4305 Maintenance	0	4,580	6,000	1,420		1,420	76.3%	
4315 New Columns (not LEDs)	0	0	8,280	8,280		8,280	0.0%	
4320 Streetlighting Inspections	0	0	1,000	1,000		1,000	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	1,060	11,975	25,780	13,805	0	13,805	46.5%	0
Net Expenditure	(1,060)	(11,975)	(25,780)	(13,805)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	0	2,000	2,000		2,000	0.0%	
4405 Maintenance - Fences, etc	260	260	1,500	1,240		1,240	17.3%	
4410 Maintenance - Groundworks	0	(39)	5,000	5,039		5,039	(0.8%)	
4416 Pond Works	83	83	1,500	1,417		1,417	5.6%	
4417 Tree Works	11	761	2,500	1,739		1,739	30.5%	
4418 Tree Inspections	0	0	1,800	1,800		1,800	0.0%	
4421 Orchard Maintenance	0	1,122	600	(522)		(522)	187.0%	
4425 Capital Expenditure (asset pur	3,957	9,090	12,000	2,910		2,910	75.7%	
4430 Mower Maintenance	106	1,806	2,000	194		194	90.3%	
4440 Play Equip - Repairs & Maint	1,176	1,176	5,000	3,824		3,824	23.5%	
4450 Premises - Garage Rent	0	890	960	70		70	92.7%	
4455 Premises - SiteSafe Electrics	0	97	150	53		53	64.7%	
4465 Premises - SiteSafe Water, etc	2	261	100	(161)		(161)	260.7%	
4475 Misc - Fuel	330	1,837	1,800	(37)		(37)	102.0%	
4480 Misc - Materials & Tools	361	956	2,500	1,544		1,544	38.2%	
4481 Machinery/Tool Service Repair	925	985	3,500	2,515		2,515	28.1%	
4485 Misc - Protective Clothing	0	153	400	248		248	38.1%	
4490 Misc - Refuse Bins	81	532	1,200	668		668	44.3%	
4495 Misc - Sundries Recreation	0	462	1,200	738		738	38.5%	
4497 Defibrillators	0	19	800	781		781	2.3%	
Recreation Expenditure :- Indirect Expenditure	7,293	20,449	46,510	26,061	0	26,061	44.0%	0
Net Expenditure	(7,293)	(20,449)	(46,510)	(26,061)				
200 Finance & General Income								
1205 Divs Rec'd Witchell Trust COIF	0	129	200	71			64.7%	
1210 Interest Received ex Deposits	0	1,061	1,000	(61)			106.1%	
1215 Miscellaneous Income	0	792	0	(792)			0.0%	
1250 Precept Received	0	326,328	326,328	0			100.0%	
1266 VAHT Streetlight Income	0	0	600	600			0.0%	
Finance & General Income :- Income	0	328,311	328,128	(183)			100.1%	0
Net Income	0	328,311	328,128	(183)				

Detailed Income & Expenditure by Budget Heading 23/12/2022

Month No: 8

ITEM 8c - INCOME AND EXPENDITURE REPORT TO NOV

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	5	38	2,000	1,962		1,962	1.9%	
4550 Communications - Publicity	150	4,592	5,750	1,158		1,158	79.9%	
4555 Communications - Website	150	850	1,500	650		650	56.7%	
4560 Financial - Bank Charges	36	243	580	337		337	41.8%	
4565 Financial - Fees - Audit	0	(34)	2,300	2,334		2,334	(1.5%)	
4570 Financial - Fees - Legal	0	(750)	2,000	2,750		2,750	(37.5%)	
4575 Financial - Insurance	0	5,940	5,700	(240)		(240)	104.2%	
4580 Financial - Software	0	516	800	284		284	64.5%	
4582 End of Year Support RBS	0	0	700	700		700	0.0%	
4585 Grants Out - Churchyard Care	0	7,000	7,000	0		0	100.0%	
4586 Grants Out - Wendover Youth Ce	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	14,150	15,000	850		850	94.3%	
4611 Grants Out - Minor	500	1,145	5,000	3,855		3,855	22.9%	
4615 Office - Broadband/Tel/Fax	426	1,206	1,600	394		394	75.4%	
4620 Office - Copier	117	936	1,850	914		914	50.6%	
4621 Office - Equipment - Expend	234	2,640	5,500	2,860		2,860	48.0%	
4625 Office - Equipment Capital	162	162	1,000	838		838	16.2%	
4630 Office - Postage & Stationery	137	475	500	25		25	95.1%	
4640 Office - Testing - Electrical	0	0	75	75		75	0.0%	
4645 Office - Testing - Fire	0	248	300	52		52	82.7%	
4650 Office - Utilities - Electric	(3)	671	1,700	1,029		1,029	39.5%	
4655 Office - Utilities - Water	15	98	150	52		52	65.4%	
4660 Property Mgt - Clock Tower	0	1,387	2,000	613		613	69.3%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	0	0	1,000	1,000		1,000	0.0%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,473	2,000	527		527	73.7%	
4690 Misc - Chairman's Expenses	150	400	1,200	800		800	33.3%	
4691 Misc - Councillor Expenses	0	0	200	200		200	0.0%	
4695 Misc - Room Hire	100	345	1,000	655		655	34.5%	
4700 Misc Sundry Expenses Finance	25	55	800	745		745	6.9%	
4705 Misc - Travel Staff & Cllrs	0	4	300	296		296	1.3%	
4707 H&S	0	59	3,000	2,941		2,941	2.0%	
Finance & General Expenditure :- Indirect Expenditure	2,203	50,849	81,005	30,156	0	30,156	62.8%	0
Net Expenditure	(2,203)	(50,849)	(81,005)	(30,156)				
320 Staffing								
4800 Staffing - Amenities - Wages	4,643	36,237	54,408	18,171		18,171	66.6%	

Detailed Income & Expenditure by Budget Heading 23/12/2022

Month No: 8

ITEM 8c - INCOME AND EXPENDITURE REPORT TO NOV

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4801 Staffing - Amenities - NIC	465	3,312	4,353	1,041		1,041	76.1%	
4802 Staffing - Amenities-Pension	687	4,851	7,475	2,624		2,624	64.9%	
4810 Staffing - F&G - Wages	5,400	49,845	96,354	46,509		46,509	51.7%	
4811 Staffing - F&G - NIC	522	4,828	7,979	3,151		3,151	60.5%	
4812 Staffing - F&G - Pension	196	2,192	7,979	5,787		5,787	27.5%	
4818 Temporary Staff	585	1,215	1,890	675		675	64.3%	
4845 Payroll Charges	60	372	660	288		288	56.4%	
4855 HR Consultancy Fees	0	3,294	3,200	(94)		(94)	102.9%	
4860 Training Staff & Cllrs	0	2,359	2,500	141		141	94.3%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	15	105	200	95		95	52.5%	
Staffing :- Indirect Expenditure	12,574	108,609	187,498	78,889	0	78,889	57.9%	0
Net Expenditure	(12,574)	(108,609)	(187,498)	(78,889)				
980 Amenities Reserves								
9110 EMR - Clock Tower Fountain/wal	0	910	0	(910)		(910)	0.0%	910
9112 EMR - Waste Bin Replacement	0	3,476	0	(3,476)		(3,476)	0.0%	3,476
9114 EMR - Parking Review	0	(7,508)	0	7,508		7,508	0.0%	
9127 EMR - New Christmas Tree Light	0	2,498	0	(2,498)		(2,498)	0.0%	2,498
9128 EMR - Climate Action	0	750	0	(750)		(750)	0.0%	750
Amenities Reserves :- Indirect Expenditure	0	126	0	(126)	0	(126)		7,634
Net Expenditure	0	(126)	0	126				
6000 plus Transfer From EMR	0	7,634						
Movement to/(from) Gen Reserve	0	7,508						
Grand Totals:- Income	1,693	356,346	362,173	5,827			98.4%	
Expenditure	24,210	199,955	362,173	162,218	0	162,218	55.2%	
Net Income over Expenditure	(22,517)	156,391	0	(156,391)				
plus Transfer From EMR	0	7,634						
Movement to/(from) Gen Reserve	(22,517)	164,025						

23/12/2022

Wendover Parish Council Current Year

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10:08

Detailed Balance Sheet - Excluding Stock Movement**Month 8 Date ITEM 8c - BALANCE SHEET**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	3,735	
200	Current Bank Account	22,820	
202	Flagstone	350,421	
230	Petty Cash	36	
	Total Current Assets		377,013
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,881	
	Total Current Liabilities		1,881
	Net Current Assets		375,132
	Total Assets less Current Liabilities		375,132
	<u>Represented by :-</u>		
300	Current Year Fund	156,391	
310	General Reserves	108,375	
332	HS2 Research & Evidence EMR	5,000	
338	Hampden Pond EMR	5,000	
346	Clock Tower Fountain and Wall	9,090	
348	Waste Bin Replacment EMR	1,524	
356	LGPS Cessation EMR	25,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	20 MPH Consultation	10,000	
360	Clock Tower Heating EMR	5,000	
361	MVAS EMR	5,000	
362	New Cesspit Ashbrook	10,000	
363	Christmas Lights EMR	2,502	
364	Climate Action EMR	9,250	
	Total Equity		375,132

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Ear Marked Reserves	0.00		0.00
321 Witchell C/Park Hedge EMR	0.00		0.00
322 Foothpath Ashbrook EMR	0.00		0.00
323 Playground Improvements EMR	0.00		0.00
324 Streetlights EMR	0.00		0.00
325 Adult Fitness Equipment EMR	0.00		0.00
326 Neighbourhood Planning EMR	0.00		0.00
327 Clock Tower EMR	0.00		0.00
328 Highway Trees	0.00		0.00
329 Manor Waste EMR	0.00		0.00
330 Witchell Car Park EMR	0.00		0.00
331 Wildflower EMR	0.00		0.00
332 HS2 Research & Evidence EMR	5,000.00		5,000.00
333 Wendover App EMR	0.00		0.00
334 Christmas Event EMR	0.00		0.00
335 Heron Path Railings Instal EMR	0.00		0.00
336 White Entry Point Gates EMR	0.00		0.00
337 War Memorial EMR	0.00		0.00
338 Hampden Pond EMR	5,000.00		5,000.00
339 RAF Freedom Parade EMR	0.00		0.00
340 Clock Tower Window Screen	0.00		0.00
342 Heron Path EMR	0.00		0.00
343 Library Noticeboard EMR	0.00		0.00
344 Community Info Boards EMR	0.00		0.00
345 Clock Tower Clock Repairs EMR	0.00		0.00
346 Clock Tower Fountain and Wall	25,000.00	-15,910.00	9,090.00
347 Ste Safe Extension EMR	0.00		0.00
348 Waste Bin Replacment EMR	5,000.00	-3,475.93	1,524.07
349 CAW Trees EMR	0.00		0.00
350 Parking Review EMR	0.00		0.00
351 GNS Wardens Event EMR	0.00		0.00
352 COVID Crisis Fund EMR	0.00		0.00
353 PMG Highway Signage EMR	0.00		0.00
354 Canal Path Repairs EMR	0.00		0.00
355 Actuary Consultation EMR	0.00		0.00
356 LGPS Cessation EMR	25,000.00		25,000.00
357 Skate Park EMR	15,000.00		15,000.00
358 Library Extension EMR	8,000.00		8,000.00
359 20 MPH Consultation	10,000.00		10,000.00
360 Clock Tower Heating EMR	5,000.00		5,000.00
361 MVAS EMR	5,000.00		5,000.00
362 New Cesspit Ashbrook	10,000.00		10,000.00
363 Christmas Lights EMR	5,000.00	-2,498.33	2,501.67
364 Climate Action EMR	10,000.00	-750.00	9,250.00
	133,000.00	-22,634.26	110,365.74

WENDOVER PARISH COUNCIL

Minutes of the Extraordinary Finance Committee Meeting

6th December 2022 at 8:10pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Gallagher (Chair), Durden-Moore, Williams, Bulpett, Worth

Clerk and Minutes: Andy Smith

Members of Public: 1

1. APOLOGIES FOR ABSENCE

F22/074 None

2. DECLARATIONS OF INTEREST

F22/075 None

3. PUBLIC PARTICIPATION

F22/076 There was no public participation

4. MINUTES

F22/077 The minutes of the meeting of 15th November 2022 were considered. The minutes were **RESOLVED** as a true record and signed by the Chair.

5. CLERKS REPORTS AND CORRESPONDENCE

F22/078 None to report

6. OTHER MATTERS

a) Budget 2023/24

F22/079 The different budget models were explained, and it was NOTED that:

- Council had started from a position of trying to minimise the tax burden on the Parish.
- The reserves policy is based on 3-4 months operating costs and this figure is £100k, based on other councils this reserve is on the lower end, the guidance is between 3 months and your total precept (i.e. 12 months).
- It was believed that if we must increase the precept, it is more realistic to increase every year than keeping the same precept levels then having to make a huge rise in a single year.
- The pension fund deficit was noted, and reserves had to be increased to cover that risk.

It was **RESOLVED** to recommend to the council budget model 2, which set out an increase in the precept equivalent to 78p per month with a consolidation of our EMRs which would be approved at the start of the next financial year.

It was noted the majority of the increase in costs came from energy and fuel increases plus improvements to the local parish.

b) 2022/23 Virements

F22/080 It was **RESOLVED** that all virements should be reviewed at the end of the financial year as to allow council to understand where the under and overspends against budget had occurred.

c) Minor grant application

F22/081 NOTE that as many members of this committee have an interest in the discussion the decision was therefore referred to full council.

7. ITEMS FOR NEXT AGENDA

F22/082 There were no specific items to bring up to the next meeting on the 21st February 2023

8. CLOSURE OF MEETING

F22/083 All business was transacted. The meeting was closed at 8:20pm

Signed by
Chair to the Finance Committee

Date: 21st February 2023

WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 6th December 2022 at 7.15pm St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Jennifer Ballantine, Diane Washington, Julie Williams, Sam Walker, Stephen Worth, Sheila Bulpett,

Clerk & Minutes: Andy Smith

Chair: Jennifer Ballantine

Members of Public: Three

1. APOLOGIES FOR ABSENCE

P22/097 Apologies were received from Councillor Standon and they were accepted.

2. DECLARATIONS OF INTEREST

P22/098 None

3. PUBLIC PARTICIPATION

P22/099 A member of public informed the committee about potential planning enforcement on the Ice Skating at Chiltern View they explained that notice has been served. The ice rink is an asset that employs a lot of people and is enjoyed by many. The alcohol license has been granted and there are no issues with that. The member of the public stated that some County Councillors want to close the ice skating rink.

It was noted by the planning committee that:

- This is a planning issue that may want to be considered at the full council meeting where a County Councillor may be present.
- It is in Stoke Mandeville parish but it is used by people of the Wendover Parish.
- The committee would need to find out more information about this issue

P22/099 Another member of the public spoke to the Hideaway Farm application – They pushed the need to look into historic papers and role of the site. There used to be 20-30 static caravans on the site and it provided a lot of housing for the area. The committee were asked not to refuse the application just because it is open countryside.

4. MINUTES

P22/100 The minutes of the Planning Committee Meeting held on 15th November 2022 were **RESOLVED** as a true record and the Chair signed them.

5. DECISIONS

P22/101 The decisions made by Buckinghamshire Council on applications listed on the 6th December 2022 agenda were **NOTED**.

6. PLANNING APPLICATIONS

P22/102 The following Planning Applications were considered, and decisions made: -

22/01071/AOP Hideaway Farm Wendover Road Stoke Mandeville Buckinghamshire HP22 5TR

Outline application (all matters reserved except access) for the erection of seven rural business units for E(g) (iii) (light industry) with 38 parking spaces, access to be provided from Wendover Road.

It was noted that the wildlife reports were important and welcomed. It looks like an asset that is being redeveloped in a sensible way. It is a brownfield site and as long as it is done in accordance with the Directorate for Planning Growth conditions then the Council would support the application.

Wendover Parish Council decision: No Objection

22/03791/APP and 22/03792/ALB

Mayertorne Manor London Road Wendover Buckinghamshire HP22 6QA

Householder application Internal alterations to Grade 2 listed house together with changes to glazing and external doors and introduction of dormer windows.

Wendover Parish Council decision: No objection

7. CLERK'S REPORT INCLUDING HISTORY AND CORRESPONDENCE

P22/102 The report was NOTED, and the case outlined in the report should be sent to enforcement for their intention to investigate.

8. HS2

HS2 Working Group Update

P22/103 The working group had met prior to the planning meeting. The working group has started constructing a plan for the future of the working group and put together questions for EKFB to answer. It is felt by the working group that drivers are not getting enough information and in a timely fashion, on the A413. It was NOTED that the Council has made this case on multiple occasions in the liaison meetings.

9. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC MEETINGS

P22/104 It was NOTED that The next Central Buckinghamshire Area Planning Committee Development Control meeting is due to be held on 21st December 2022 at 2.30pm. Information on the Interim Aylesbury Vale Area DMC is available at: -

<https://buckinghamshire.moderngov.co.uk/ieListMeetings.aspx?CId=361&Year=0>

The next Strategic Sites Committee Meeting will be 22nd December 2022 at 2.00pm.

<https://buckinghamshire.moderngov.co.uk/ieListMeetings.aspx?CId=362&Year=0>

10. CLOSURE OF MEETING

P22/105 As all business was transacted the meeting closed at 7:25pm

Signed by
Chair to the Planning Committee

Date: 6th December 2022

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

20th December 2022 at 7:30pm

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

Present: Councillors Stephen Worth (Chair), Sheila Bulpett, Diane Washington, Julie Williams, and Mark Standen.

Absent: Councillor Julie Lloyd-Evans

Clerk: Phoebe Sharps

Members of Public: 1

1. APOLOGIES FOR ABSENCE

A22.076 Apologies were received from Councillor Sam Walker and Councillor Jennifer Ballantine and were ACCEPTED.

2. DECLARATIONS OF INTEREST

A22.077 None.

3. MINUTES

A22.078 The minutes of the meeting of 18th October 2022 were **RESOLVED** as a true record and were signed by the Chair.

4. PUBLIC PARTICIPATION

A22.079 A member of public gave an update on Wendover Shed and their project this was NOTED. It was NOTED by Council that the intention is to rebuild the water shed at Hogtrough Allotments and use that as a main base for Wendover Shed or perhaps as a community space. It was NOTED that this would have to be a separate proposal.

5. UPDATE REPORT FROM THE CLERK

A22.080 The report presented by the Clerk was NOTED with an additional update on the hedge at Little Hampden Close, Highways are cutting that back this week. Payments for tools update was that tools & equipment that are not council owned will be removed, the council will need to buy tools as and when needed, a bulk purchase of electrical connectors for the Christmas Event will be needed. It was NOTED that the Council has now received the signed lease for Haddington Playpark.

6. FINANCE

To consider the list of payments and sign cheques

A22.081 – The payments due to be paid were **RESOLVED** and signed.

7. OPEN SPACES AND HAMPDEN POND

a) Park Maintenance

To consider the purchase of new signs for all playparks with age restrictions and the estates email address as a contact point.

A22.082 – It was NOTED that a representative from the John Colet School had contacted the Council to recommend an age limit which would assist them when out patrolling the park. It was NOTED that

there was concern about excluding children from the parks. It was NOTED at Ashbrook Park there is equipment that will not have an age range. It was **RESOLVED** to order and install the new signs.

b) Tree Maintenance

To consider the quotes for tree maintenance and approve the required tree works.

A22.083 – It was NOTED that a question was asked by the Council about why quote 3 had been recommended. Current health and safety tree works are taking too long, the contractor for quote 3 has a bigger team, therefore work should be completed in a timely manner. It was **RESOLVED** to undertake work itemised in quote 3.

8. OTHER MATTERS

a) Christmas Event

To report on the Christmas 2022 celebration, decorations and consider a Christmas Event Working Group.

A22.084 – It was NOTED that Council had received feedback about overcrowding at the Christmas event. It was NOTED that we cannot close the High Street, it was **AGREED** to investigate using Budgens car park or Back Street. It was NOTED that a question was asked by the Council about why the event is held on a weekday not a weekend, this will be discussed by the working group. It was **RESOLVED** to create a Christmas event working group that will investigate decoration options and a full proposal and recommendations for the Christmas event. Cllr Washington will work with the Estates and Events Manager in the working group.

b) Freedom Parade

To consider the new date for the Freedom Parade in Wendover 2023

A22.085 – It was NOTED that the Council has received a list of responsibilities from the RAF for the Freedom Parade this will be in the January Amenities agenda. It was **RESOLVED** to agree to the new date.

c) Wendover Shed

To discuss due diligence needed to accept the final proposal from Wendover Shed about the use of the water shed in Hogtrough Allotments.

A22.086 – It was NOTED in the update from a member of public that the container would not be going on the base of the water shed at Hogtrough Allotments, as they will be proposing a project to refurbish the water shed. It was **RESOLVED** that Wendover Shed have the permission to site the shipping container at Hogtrough Allotments on the area of grass next to the rifle range once a peppercorn rental agreement has been signed, paying £1 annually. It was **RESOLVED** that Wendover Shed needs to obtain employers & public liability insurance and building insurance for the container. It was NOTED that at the start of the year a member from Wendover Shed will stake out the area where the container will be located with the Clerk or Estates and Events Manager present. It was NOTED that suitable supports for the container will be installed.

d) Water Sheds London Road Allotments

To consider the cost of water sheds for London Road Allotments and approve.

A22.087 – It was NOTED that the water sheds would be in London Road allotments and at the old skatepark for the use of CLAW. It was **RESOLVED** to make a bid for the Community Board Fund, in the case of no funding CLAW's water shed would be funded from their EMR.

e) Disposal of assets – Old hanging baskets

To consider the disposal of 14 old hanging baskets that are stored in Sidley's.

A22.088 – It was NOTED to offer the hanging baskets to the public if a local charity did not take them. It was RESOLVED to dispose of the assets.

f) Acquiring HS2 land after completion - Old cricket ground

To discuss the potential use of the old cricket ground as a car park or other community asset

A22.089 – The survey results from The Wendover Society were NOTED. It was RESOLVED to contact HS2 and ask what will happen to the land once the work is complete, and what the time scale for the work is.

9. ITEMS FOR NEXT AGENDA

A22.090 None

10. DATE OF NEXT MEETING

A22.091 The next scheduled meeting of the Amenities Committee is 17th January 2023.

11. CLOSURE OF MEETING

A22.092 As all business was transacted the meeting was closed at 8:30pm

Signed by
Chair to the Amenities Committee

Date: 20th December 2022



ITEM 10c – WENDOVER SHED TENANCY AGREEMENT

BROUGHT BY

Amenities Committee

SUMMARY

To note previous discussions with Wendover Shed, note the need for an agreement and consider authorising Amenities Committee to finalise the agreement at their next meeting on Tue 17th January 2023

PARISH COUNCIL BACKGROUND

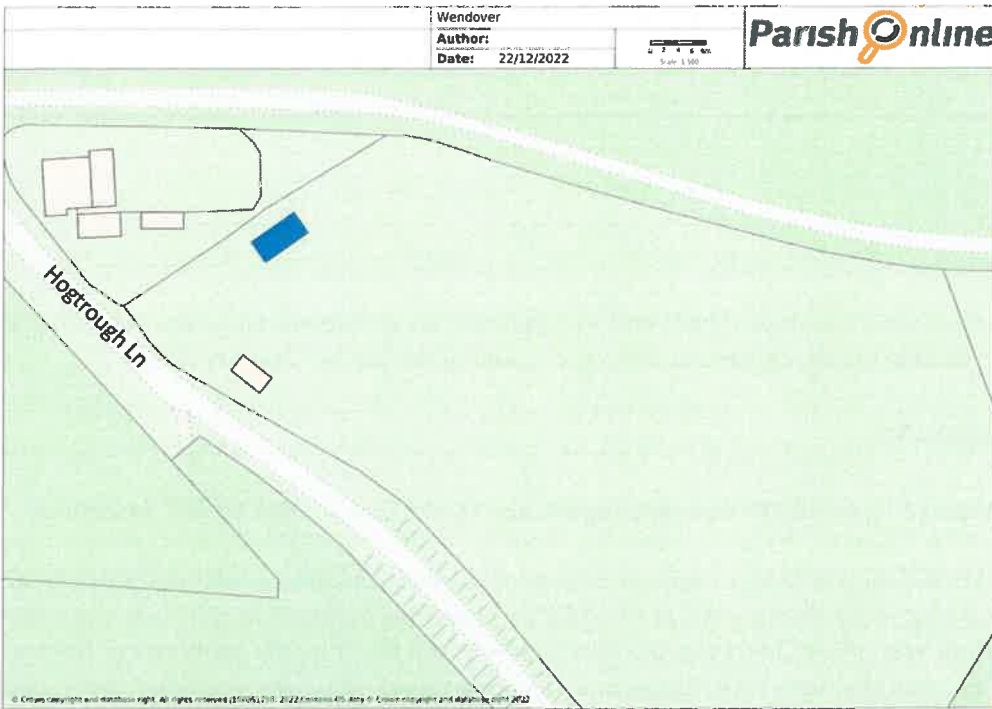
Amenities Committee approved locating the container to be used by Wendover Shed on 20th December.

A22.086 – It was NOTED in the update from a member of public that the container would not be going on the base of the water shed at Hogtrough Allotments, as they will be proposing a project to refurbish the water shed. It was **RESOLVED** that Wendover Shed have the permission to site the shipping container at Hogtrough Allotments on the area of grass next to the rifle range once a peppercorn rental agreement has been signed, paying £1 annually. It was **RESOLVED** that Wendover Shed needs to obtain employers & public liability insurance and building insurance for the container. It was NOTED that at the start of the year a member from Wendover Shed will stake out the area where the container will be located with the Clerk or Estates and Events Manager present. It was NOTED that suitable supports for the container will be installed.

DETAILS

To effectively support the Shed the Council needs an agreement in place as soon as possible so that the group do not lose use of their container that will form their premises. Therefore it would make sense to use the CLAW tenancy agreement as the starting point for negotiating the agreement
It is noted that the situation is slightly different and so there may need to be amendments, particularly on planting trees and keeping hedges.

Proposed siting



Proposed site



Proposed site

FINANCIAL CONSIDERATIONS

There will be costs should the land be returned to previous state and ongoing costs should the council take possession of the premises, however these are not expected



LEGAL AND OTHER IMPLICATIONS

- Standard due diligence should be performed (insurance and risk assessments)
- As the premises is in a remote location and will potentially have vulnerable adults attending, we will need additional information in the agreement
- There also needs to be consideration of what happens to the container should the group cease operations and siting the container

PROPOSAL

To resolve to:

- Use the CLAW tenancy as a starting point for negotiations
- Seek feedback and amendments from Wendover Shed
- Authorise Amenities committee to set the detail of the agreement for approval by Council



ITEM 11b – PARISH PLAN WORKING GROUP – MANOR WASTE

BROUGHT BY

Parish Council – Parish Plan Working Group

SUMMARY

To note previous discussions, receive an update and consider approving the implementation of the outcome of the parking review

PARISH COUNCIL BACKGROUND

Introduction to the 5 Year Parish Plan

The last updated Community Action Plan (which is usually an annual plan) was updated prior to covid lockdowns, but much has changed in the Parish since then, so the 5 Year Parish Plan Working Group (WG) set about updating this for the future Strategy and direction for the Parish.

In order to ensure due diligence was undertaken, esp. as there was largely a new Council in place, in 2021, the WG developed a long-term vision and mission for the Parish and the role which the Parish Council will play in delivery thereof.

The Community Action Plan (CAP) was then written based on this direction and an associated budget allocated. This CAP was set for a period of 18 months given the incessant pace of change - this document can be accessed on the parish council website.

What is the remit of the WG for 2022/23?

Primary Purpose: To examine and recommend matters relating to the 5Y Parish Plan:

Specifically, the working group should aim to:

1. Review the Parish Climate Action Plan, update and execute for 2022
2. Ensure implementation of the new policy for Community Engagement
3. Develop Economic & Social Regeneration Strategy, Plan & execute for 2022
 - a. A new Policy for The Manor Waste
 - b. An engagement & publicity campaign for Wendover
 - c. A new 'Welcome to Wendover' PC-owned website

What does the WPC hope to achieve by undertaking this remit?

1. Ensure that the 18-month Community Action Plan is delivered per the plan, on time and per budgets / manage the budgets appropriately
2. Further develop the long-term strategy for the Parish so that the next version of the CAP can be developed in advance (vs it being left for some time to be updated)

Who is in the Working Group?

The current WG comprises Councillors Goodall, Lloyd-Evans, Durden-Moore & Washington, with local resident Mr Paul Frost co-opted onto the working group for his specialist skills in Climate Action activities and Local Business owner Mrs Ana Brown co-opted for her contacts with other local businesses, passion for Wendover and experience in tourism. Councillor Durden-Moore is the Chair of the WG for this next financial year.



DETAILS

Status as of 21st December 2022

1. Review the Parish Climate Action Plan, update and execute for 2022

Councillor Lloyd-Evans & Mr Frost have provided 'quick wins' for Full Council which were adopted at August FC meeting. These are being incorporated into each Committee meeting going forwards – *Amenities, Staffing, Finance* – as well as the Clerk's Office, Estate Management & Comms functions

2. Ensure implementation of the new policy for Community Engagement

The next consultation will be for the Manor Waste, post legal advice (see below)

3. Develop Economic & Social Regeneration Strategy, Plan & execute for 2022

Councillors Goodall & Durden-Moore have met to refine the latest Strategy, and Cllr Durden-Moore has held 3 further meetings with Mrs Ana Brown and Mrs Jane Larkham (Wendover News) to discuss the strategy to date. There have been 2 meetings with interested business owners and the above-mentioned to resurrect the 'Wendover Chamber of Commerce'. The aim is that this Strategy will be completed for Full Council to review in February 2023, post the next Wendover Chamber of Commerce meeting in January 2023.

Regarding specific live workstreams:

3a. A new policy for The Manor Waste – legal consultation is completed, next steps:

- Applying for title absolute for the Manor Waste (see information below).
- Parish Council authorising the working group to progress
 - A public consultation plan for the manor waste based on the plans presented by the working group
 - A report on the implications for the Wendover Chamber of Commerce
 - Updating the Manor Waste policy for approval by Council (*see information below*)

3b. An engagement & publicity campaign for Wendover – a WPC visual identity is required prior to creating such a campaign – Marley Design has commenced work which will be shared with the WG in January for FC to agree in February prior to roll-out in the spring 2023

3c. A new 'Welcome to Wendover' PC-owned website – this has launched and has received much positive feedback, tactics to drive further traffic to the site are in discussion with the Clocktower team. The current PC website is being refined to statutory information only and the long-term plan for both websites and associated social media will be tabled in the new year for FC to consider and agree in February 2023



Additional information for resolution for the Title Absolute of Manor waste

The following advice has been given from the solicitor acting for WPC

As regards Manor Waste, (excluding the War Memorial) this is registered at H M Land Registry in the name of the Parish Council. It is registered with Possessory Title but as this was in 2008 it is now possible to convert the title into Title Absolute, assuming that there have been no claims against the title.

Implications for WPC

What this means is that in 2008 nobody had paperwork to definitively prove who owned the area. I suspect that something happened in 2008 that prompted WPC to investigate this and it was realised that WPC didn't have clear ownership, so WPC applied for "Possessory title". Possessory title is almost like "provisional" ownership - it's the same sort of rights over land that's often known as "squatter's rights".

Essentially the basis for being able to make this sort of application is that nobody else is claiming or can prove ownership.

After a period of time (this used to be 12 years but was reduced to 10 years some time ago), if the possessory ownership hasn't been challenged by anyone, the applicant can apply to have their possessory title converted to full ownership, i.e. "absolute title".

Obtaining absolute title will formalise and simplify the Council's ownership and make it harder (practically impossible) for anyone to challenge.

I strongly suspect that if there are records from 2008, it would be seen that WPC's intention at the time would have been to apply for Title Absolute when the opportunity became available.

In summary - Applying for Title Absolute is the natural next step and the working group recommends that Council resolve this.

Additional information re: a new and updated policy for the Manor Waste (based on email discussions between Solicitors, Cllr Walker, and Cllr Durden-Moore)

Rights of way

NOTE: *32 High Street has claimed a right of way on foot and with vehicles and for drainage across the land. This right was acquired on the basis of an undisputed exercise of the right over 20 years prior to 2009. There is a similar right claimed by the premises which were/are Budgens and were formerly Carters Garage. There are no plans of the area over which these rights have been claimed immediately available*

ACTION: We would advise that is something that needs to go in the policy document - when considering what to do we need to be mindful to do nothing that blocks access or drainage.



Covenants and Restrictions

NOTE: *As the Council's title was granted on the basis of lost Deeds there is a general provision that the land is subject to any covenants which might have existed in the deeds which have been lost. This is a normal provision*

ACTION: For the purposes of a WPC policy document, what would be of most benefit would be to be able to say something along the lines of, "We took legal advice and it was reasonable to assume on the basis of that advice that there was no further restrictions in this regard".

Activities on the Manor Waste

NOTE: *The Charter basically permits markets to happen, it does not prohibit activities*

ACTION: For the purposes of a WPC policy document, what would be of most benefit would be to be able to say something along the lines of, "We took legal advice, and it was reasonable for us to conclude the Charter itself placed no restriction on the use of the land" (albeit, that there are other restrictions as per your comments later on)

NOTE: *Any use of the land other than the permitted markets requires planning consent which would take into account highway and other considerations. It would not take into account the private rights of way mentioned above.*

ACTION: The Parish Council would need something that sets out the parameters here (if it does not exist). This includes exploring what does and does not constitute a market, and is there a restriction on how often a market can be held?

In terms of planning, The Council needs to consider if it intends planning approval would be sought on a "per-event" basis or is there some planning application WPC could/should consider getting long-standing permission for certain events in perpetuity.

Qualification

NOTE: *When giving opinions based on documentation, we always qualify the advice on the basis that we can only give a view based on what has been provided (or in your case available from the Land Registry)*

ACTION: Noted and appreciated by the Working Group. There is always a risk there may be documentation out there we are unaware of. If we can say we undertook reasonable investigation and got appropriate legal advice, that is the best the Parish Council can do.

FINANCIAL CONSIDERATIONS

The financial implications will be discussed by the Working Group and advised to Council to Consider

LEGAL AND OTHER IMPLICATIONS

As set out above



PROPOSAL

To resolve to:

1. Apply for Title Absolute for the Manor Waste.
2. Authorise the working group to progress
 - A public consultation plan for the manor waste based on the plans presented by the working group
 - A report on the implications for the Wendover Chamber of Commerce
 - Updating the Manor Waste policy for approval by Council



ITEM 12a – PARKING REVIEW IMPLEMENTATION

BROUGHT BY

Parish Council

SUMMARY

To note previous discussions, receive an update and consider approving the implementation of the outcome of the parking review

PARISH COUNCIL BACKGROUND

PC22/329 The project now goes to the Bucks Parking Review group. There is a defined list of works, and the costs are going to be covered by Community Board funding. Within the project there is a historical project initiation cost of £4k that will need further clarification

It was noted that we haven't communicated with the community before implementation, so the community are aware of the results of the consultation. This would be helped if there was a final map of the planned works. A member of the public voiced concern that the plan will result in reducing parking spaces in Wendover.

It was further noted that much of the implementation was for markings that re-enforce the highway code and there was uncertainty as to why Council was paying for that.

It was **RESOLVED** to find the answers to these questions before approving the implementation and that it should come back to Council.

DETAILS

The comments from the meeting on the 13th December 2022 as above were put to the Bucks Transport team and the following responses were made to reassure the parish about the communications and implementation. These have been previously circulated to Council.

Process for new or amendments to parking controls

We have been following a legal process for implementing the parking controls (The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996) and the next step will be the "making of the order". This is programmed to be undertaken in January 2023 and a senior lawyer in the Buckinghamshire Legal team will seal the legal order, a notice will appear in the local newspaper, our website will be amended, and respondents to the consultation will be contacted (where they left contact details). The maps and decision will also be published on the Parish Council website and Facebook.

Under the legal provisions we will contact respondents within 14 days of this "making date".

You can view the decision ahead of this formal notification at

<https://buckinghamshire.moderngov.co.uk/ieDecisionDetails.aspx?ID=924>

Any person or persons who wishes to question the validity of the order or any of its provisions on the ground that it or they are not within the power conferred by the Act, or that any requirement of the Act or of any instrument made under the Act has not been complied with, that person may, within 6 weeks from the date on which the order is made, apply for the purpose to the High Court.



Following the work to make the legal Traffic Regulation Order, the lines will be required to be put down, and they must be put down within 2 years of the date we first advertised the proposals (the legal advert was placed on 19 August 2022, and so you have until 18 August 2024 to put the signs and lines on the street).

Funding sources and how are Highway Code backed parking controls are financed

There is no central or dedicated budget for yellow lines. The onus is on the motorist or road user to follow the Highway Code, and this is a condition of a motorists driving licence. If you do not follow the Highway Code you may be prosecuted by the police and points may be put on your licence.

Buckinghamshire Council has powers to implement parking controls but this is not a legal duty (not something we have to do).

If a local council (as Wendover Town Council has elected to do) would like yellow lines to support the Highway Code they can decide to fund or not fund such interventions. The benefit of yellow lines means that Buckinghamshire Council can enforce yellow lines in addition to the police's retained powers. The police as you can probably gather usually do not prioritise parking matters.

FINANCIAL CONSIDERATIONS

The implementation phase is covered by Community Board money and will be at no cost to the Council

LEGAL AND OTHER IMPLICATIONS

As set out above

PROPOSAL

To resolve to:

- Approve the implementation of the project so that works can go ahead.



ITEM 12b – DATES FOR 2023/24 MEETINGS AND APM

BROUGHT BY

Clerk

SUMMARY

To set dates for all Council meetings and the Annual Parish Meeting

PARISH COUNCIL BACKGROUND

- For reference the APM needs to be between 1st Mar and 1st Jun and AGM/ACM needs to be in May (or within 14 days of an election in an election year)
- Easter is 7-9 April.
- In the current year the APM was on Thu 28th April and the Annual Council Meeting was on Tue 3rd May APM

DETAILS

- This year it was difficult to have enough time to prepare the January meeting; the schedule has been moved slightly to accommodate the Christmas break, allowing maximum time for the agenda and papers to be created and distributed
- Historically, the meetings have moved around different venues. There are cost implications of using multiple venues and no notable difference in parish engagement based on the venue. Further, the Wendover Library will soon be unavailable as an option.

The proposed Council meeting dates are as follows:

Meeting	Time	Venue (TBC)	Date
ANNUAL COUNCIL MEETING (AGM)	7.00pm	T.B.C.	2 nd May 2023
Staffing Committee	8.30pm	T.B.C.	2 nd May 2023
Planning Committee	7.00pm	T.B.C.	16 th May 2023
Finance Meeting	7.30pm	T.B.C.	16 th May 2023
Planning Committee	7.00pm	T.B.C.	6 th June 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	6 th June 2023
Planning Committee	7.00pm	T.B.C.	20 th June 2023
Amenities Committee	7.30pm	T.B.C.	20 th June 2023
Planning Committee	7.00pm	T.B.C.	4 th July 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	4 th July 2023



Planning Committee	7.00pm	T.B.C.	18 th July 2023
Amenities Committee	7.30pm	T.B.C.	18 th July 2023
Staffing Committee	7.00pm	T.B.C.	1st August 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	1st August 2023
Planning Committee	7.00pm	T.B.C.	15 th August 2023
Finance Committee	7.30pm	T.B.C.	15 th August 2023
Planning Committee	7.00pm	T.B.C.	5 th September 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	5 th September 2023
Planning Committee	7.00pm	T.B.C.	19 th September 2023
Amenities Committee	7.30pm	T.B.C.	19 th September 2023
Planning Committee	7.00pm	T.B.C.	3rd October 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	3rd October 2023
Planning Committee	7.00pm	T.B.C.	17 th October 2023
Amenities Committee	7.30pm	T.B.C.	17 th October 2023
Staffing Committee	7.00pm	T.B.C.	7th November 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	7th November 2023
Planning Committee	7.00pm	T.B.C.	21st November 2023
Finance Committee	7.30pm	T.B.C.	21st November 2023
Planning Committee	7.00pm	T.B.C.	5 th December 2023
PARISH COUNCIL MEETING	7.30pm	T.B.C.	5th December 2023
Planning Committee	7.00pm	T.B.C.	19 th December 2023
Amenities Committee	7.30pm	T.B.C.	19 th December 2023
Planning Committee	7.00pm	T.B.C.	9th January 2024
PARISH COUNCIL MEETING	7.30pm	T.B.C.	9th January 2024
Planning Committee	7.00pm	T.B.C.	23rd January 2024
Amenities Committee	7.30pm	T.B.C.	23rd January 2024
Staffing Committee	7.00pm	T.B.C.	6 th February 2024
PARISH COUNCIL MEETING	7.30pm	T.B.C.	6 th February 2024



Planning Committee	7.00pm	T.B.C.	20th February 2024
Finance Committee	7.30pm	T.B.C.	20th February 2024
Planning Committee	7.00pm	T.B.C.	5 th March 2024
PARISH COUNCIL MEETING	7.30pm	T.B.C.	5 th March 2024
Planning Committee	7.00pm	T.B.C.	19 th March 2024
Amenities Committee	7.30pm	T.B.C.	19 th March 2024
Planning Committee	7.00pm	T.B.C.	2nd April 2024
PARISH COUNCIL MEETING	7.30pm	T.B.C.	2nd April 2024
Planning Committee	7.00pm	T.B.C.	16 th April 2024
Amenities Committee	7.30pm	T.B.C.	16 th April 2024

FINANCIAL CONSIDERATIONS

There will be cost variations based on the venue

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

To resolve to:

- Set the Annual Parish Meeting on Thursday 20th April
- Set the Annual Council Meeting on 3rd May at 7pm with the Staffing Committee following
- Set the regular Council meeting dates as above
- To authorise the clerk to book in the venues based on availability for note at the next Council meeting

