



**WENDOVER PARISH COUNCIL**

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**PARISH COUNCIL MEETING AGENDA**  
**Tuesday 1<sup>st</sup> August 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, 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 4th July 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) **CO-OPTION OF COUNCILLORS**  
To consider the co-option of a Councillor following a resignation. The decision will be discussed in confidential business.
- 7) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**
- 8) **[CLERKS REPORT & CORRESPONDENCE](#) - page 8**
- 9) **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 receive the latest [I&E reports, EMR reports and Balance Sheet](#) - page 12

**10) REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

- a) [HS2 Mitigation Action Group - page 19](#)
- b) [Lionel Abel-Smith Trust - page 20](#)

**11) REPORTS FROM COMMITTEES**

**a) AMENITIES**

- i) To note the draft [minutes of the meeting on 18<sup>th</sup> July 2023 - page 21](#)
- ii) To consider approving the expenditure for the [2023 Christmas Lights - page 24](#)

**b) PLANNING**

- i) To note the draft [minutes of the meeting on 18<sup>th</sup> July 2023 - page 26](#)

**12) 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.

**13) OTHER ITEMS**

**a) [Councillor Wards and Engagement - page 28](#)**

To note the current informal Wards in the Parish and that they are not in common usage and consider options for engaging with the Parish and how people contact the Council

**b) [HS2 Public Meeting - page 31](#)**

To note the current plans approved by the Environment Agency that no longer pose a danger to Wendover's water courses, 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.

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

The next Parish Council meeting 7.30pm on Tuesday 5<sup>th</sup> September 2023

**15) CONFIDENTIAL ITEMS**

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.

**a) To consider moving the meeting into confidential session**

**b) Co-option to Wendover Parish Council (discussion of sensitive personal information)**

To consider the applications for co-option and decide whether to co-opt a candidate onto the Council.

**16) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 27<sup>th</sup> July 2023.

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

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

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

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

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

**Clerk:** Andy Smith

**Members of Public:** 5

### 1. APOLOGIES FOR ABSENCE

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

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES

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

### 4. CHAIR'S ANNOUNCEMENTS

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

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

### 5. PUBLIC PARTICIPATION

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

### 6. CO-OPTION OF COUNCILLORS

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

## 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

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

## 8. CLERKS REPORT & CORRESPONDENCE

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

## 9. FINANCE AND PAYMENTS

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

## 10. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

- a) **HS2 Mitigation Action Group**

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

- b) **Wendover Business Group**

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

## REPORTS FROM STANDING COMMITTEES

- a) **AMENITIES**

- PC23/072** The draft minutes of the meeting on 20<sup>th</sup> June 2023 were noted. It was noted that a meeting with Climate Action Wendover to identify locations for tree planting will be setup.
- PC23/073** The Manor Waste policy as approved at Amenities on 20<sup>th</sup> June was discussed it was **RESOLVED** to adopt the policy

## 11. REPORTS FROM WORKING GROUPS

### a) Wendover Community Action Plan Working Group

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

### b) Transport Working Group

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

## 12. OTHER ITEMS

### a) Policy Renewal

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

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

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

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

### b) Canal Towpath Funding

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

## 13. DATES OF FUTURE MEETINGS

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

## 14. CONFIDENTIAL ITEMS

- PC23/080** Exclusion of the public was discussed and it was **RESOLVED** to go into confidential session for the reason of discussion of sensitive personal information.
- PC23/081** The applications for co-option were discussed. It was **RESOLVED** unanimously to Co-opt the two new applicants onto the Council.

## 15. CLOSURE OF MEETING

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

Signed by  
Chair to the Parish Council

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

DRAFT

**PAYMENTS TO CONSIDER**

Jul Parish Council 4th July 2023

**Cheques**

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

**Petty Cash**

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

**BACS**

Date	To	Amount	Payment for
06/07/2023	Local Councils Update	£110.00	legal briefings and updates
06/07/2023	Paw Print	£140.40	Printer/Copier Costs
06/07/2023	TGL Group	£120.00	Road closure plans
06/07/2023	TGL Group	£3,360.00	Road closure signage and stewards
06/07/2023	St Annes Hall	£50.00	Hall Hire for meetings
06/07/2023	Val Mayland	£100.00	Clock tower cleaning
06/07/2023	Numbers	£72.00	Payroll services
06/07/2023	Sparfix	£808.00	4828 - repairs to 29 and 88 streetlights
06/07/2023	Farol	£888.00	Replacement of damaged nails on cutting deck
06/07/2023	Marley Design	£500.00	Web, promo, publicity and support to working groups
06/07/2023	Pickerings	£275.52	Safe store to hold equipment during insulation works
06/07/2023	Pat Kernon	£360.00	Tree Works - Clay Lane
06/07/2023	Thermo Protect	£3,385.60	Insulation of Site Safe
31/07/2023	Salaries	£8,351.26	Jul Salaries
31/07/2023	HMRC	£3,338.38	Jul Tax and NI
31/07/2023	LGPS	£823.39	Jul Pension
<b>TOTAL BACS AMOUNT</b>		<b>£24,882.75</b>	

**CARD**

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

**DD/SO**

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



## ITEM 8 – CLERKS REPORT

### **New Councillors**

We have welcomed two new Councillors to the team and as a part of that I have been working to bring together an induction pack in time to use with the new Councillors. The Chair has spent time with them to welcome them to the team and on Thu 20<sup>th</sup> July we spent a pleasant couple of hours running through the history of Wendover, the Parish Council, rules and regulations and policies and some practicalities around the role. Council has been sent the first draft of an induction check list and the induction pack and after getting further feedback this will be formalised into a final version for Council to approve and use in future recruitment.

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

The issue with the bank holding different names and issuing cards to previous office holders is not yet resolved but has been escalated through the complaints team. At the moment the account is not at risk as current signatories can still access the account and any transaction requires 2 signatures. The account is being monitored daily to ensure nothing untoward is happening. We have been informed that they intend to resolve by the 4<sup>th</sup> Aug. If they don't then I will escalate to the financial ombudsman.

### **Stanhope Close**

After ongoing issues, we are investigating what we can do about cars that park on the green and make it difficult to cut around. We have got a copy of the land registry documents and there are a complex set of overlapping covenants to the land. It seems like the land is for the enjoyment of the residents and therefore not certain what can be done. It also looks like the land belongs to the housing developers and not Bucks Council.

### **Health and Safety System**

The Council is in a contract with a HR and Health and Safety specialist and as a part of that deal they provide a Health and Safety system which contains all our risk assessments and records all our monitoring and checks. This system has been moved to a different provider and updated. This migration has not gone smoothly and some of our data is missing or not in the correct bit of the new system. This means that I will have a lot of work to do to get the system up to date and working with the provider to ensure the missing data is recovered. Our paper records are not affected and the new system will be useful when it is brought up to date. We still continue to make all of the required Health and Safety checks and keep the necessary records.

### **Issues with a local business update**

As was reported to Amenities:

*A meeting was held with the Estates and Events Manager a member of the Community Action Plan Working Group and a local business owner. The meeting agenda was to give the business owner information of the updates to the Manor Waste Policy that have been signed off by the Council, as their business is in close proximity to the Manor Waste. The business owner found a lot of positives in the updated policy especially with the review of lighting and potential additional seating. However, they informed the Estates and Events Manager of historical concerns and issues with markets and events on Manor Waste, from a space/logistics and business/profit viewpoint with some events deemed to be in direct competition with the business. The business owner is concerned that the Council will continue to accept hire requests for events that compete with their business and more of these events could be held annually. The business owner said that they felt the council was against them*





*and their business. An email was sent from the business owner to the Estates and Events Manager after the meeting with information on past correspondence with the Council about concerns and ideas for Manor Waste. The Estates and Events Manager responded to this email letting them know that the Council supports their business and wants them to be a success and we have no ambition to swamp the Manor Waste with events that are in direct competition with them. A question was then asked by the Estates and Events Manager as to what positive steps could be taken in rebuilding the relationship.*

We have since then reached out to ask if they would like to join us on the open spaces working group and approached the Thu Market Manager who will reach out and meet with this business to ensure they are not impacting on the business.

### **Little Hampden Close**

We have been in correspondence with residents of the close who are concerned about the upkeep of some of the areas of the close. As the land in question is not part of our devolved services contract we have researched the issue and the land is managed by Fairhive. We have passed on all of the comments to Fairhive and let the residents know.

### **Fix My Street**

After receiving a lot of works notifications from Fix My Street for areas that we do not manage we have engaged with the team and got some codes we can use to reply to the works request that reassign the work to the right team. This should make it easier for those who use the service and should reduce the number of works sent to the Parish Council that is not ours to repair.

### **Princess Mary Gate**

There are a lot of complaints from residents about the management of the vegetation on the site. Grass, hedges and bushes in communal spaces seem to have not been properly managed and are causing obstruction of sight lines on roads, the place looking scruffy and attracting vermin. Whilst Wendover Parish Council are not responsible for anything other than the Haddington Play Park this is a big issue for residents, and we have spent time to try and work out who is responsible and report the issues to the right departments. We have spent a lot of office time on these issues and it will be ongoing. I am investigating if there is anything more proactive we can do to support the residents of PMG.

### **Nash Lee Lane**

Since the last meeting, thankfully, sense was found over the temporary road and its junction with the existing Nash Lee Lane and safety works have been made to prevent any further accidents and protect the residents who live on that corner.

### **Speed Indicator Signs**

We have now got the correct permissions to change the location of one of the units and they are now up on South Street hopefully collecting lots of useful data for the Transport Working Group. The plan is to collect data for a couple of months then turn the signs on to indicate when someone is doing more than 30mph to see if we can change driver behaviours and make South St/London Rd a safer space for residents and visitors.

### **Blocked Stream at Cold Comfort Farm**

We have had reports from a resident about the stream going through Cold Comfort Farm being blocked off. This has been recently highlighted as an issue by the WHS2 MAG but we will be ensuring the issue is reported to the Environment Agency at the right department. It is particularly important given the discussion about Wendover waterways at the Planning meeting.



### **Bacombe Lane Street Lights**

HS2 are realigning Bacombe Ln. and this will involve moving or removing streetlighting. As the Parish Council own those streetlights a meeting was held to discuss the best options. It was agreed that one of the lights could be removed as the road is realigned but only after consultation with the residents of Bacombe Ln.

### **Wendover Senior Football Team**

The team have started to use Ashbrook Park as their training ground on a weekly basis. A resident has raised objections to this on the basis of noise, nuisance, parking and lack of access to the park whilst they are there. The club have been forced to make the move because of the costs of pitches at John Colet and the Parish Council are very keen to support local clubs, particularly as sport is fundamental to mental health. However, there is a balance to be had and the Club has not booked the space, there is also concern for the state of the ground (particularly in winter months) and it will prevent the public use of the space whilst the club are on site. We are currently discussing the issue with the Club and seeking to support the club in the best way possible.

### **Open Spaces Working Group**

We have been actively recruiting for the open spaces working group to help drive some of the current priorities such as the Manor Waste and the Skatepark. Direct approaches have been made to local groups that could help with this project but progress is hard and slow. We do have some names and will be scheduling a meeting

### **Buckinghamshire Council Planning Forum**

Buckinghamshire Council held one of their regular planning briefings with Parish Councils on the 18<sup>th</sup> July. Key points from the meeting are:

- The number of planning applications are dramatically down on previous years, almost certainly linked to the current economic situation.
- This decline is going to pose challenges for the planning team as they are not going to make their income targets.
- Formal enforcement actions remain high.
- There is a new reporting form for allegations of breach of planning.
- The local plan is being progressed they have had 4 rounds of consultation and the most recent consultation on the draft of the Vision and Objectives has had 700 responses.
- Next consultation will be early 2024 on growth scenarios – this will be high level and not looking at specific sites or specific numbers.
- The update on the Government Levelling Up and Regeneration Bill shows it is in line to receive Royal Assent in Dec 23
- The planning team are running “members surgeries”, which started in 2022 and have been well received by those who use them. We could use this to raise the current planning issue we have with change of use on the high street as the department have been slow to respond to us with a meeting.
- The council outlined how the Community Infrastructure Levy and Section 106 is currently operated.

### **Community Payback scheme**

The Estates and Events manager organised a successful repaint of the Hampden Shelter to cover up the graffiti through the Community Payback scheme. We will be looking to see if that scheme can help us in other areas. There are some remedial works on the allotments that may be able to be undertaken by this team.



### **Clock Tower Wall**

Having chased the surveyor and got an update the situation is as follows:

- We received no interest in the first round of asking contractors to make a bid which closed in June.
- We are now in the process of approaching those contractors who were interested but didn't bid by the deadline because of other works.
- I have instructed Charles that the works need to be complete by September.

### **Anti-Social Behaviour**

A meeting with the Police scheduled to discuss the increase in ASB in our open spaces had to be cancelled at short notice because of a court case they needed to focus on. The meeting is yet to be rescheduled. We have experienced a bit of a lull in activity – possibly linked to the Weather. However, on Mon 24<sup>th</sup> Jul, we discovered that a whole pallet had been split down to make a fire in the Hampden Shelter – this is a group of people who were obviously there for a considerable period. Further, the Cricket Pavilion has had damage to the gutters and roof on the evening of 20<sup>th</sup> July so we are still chasing this meeting.

### **Enquiries about faded double yellow lines**

There have been a couple of enquiries about faded double yellow lines causing drivers to think they are not really there. We responded and directed people to Fix My Street.

### **Woodhenge**

A group of enthusiastic residents are pursuing the project and looking into funding opportunities. They have met recently and are keeping the Council in the loop.

### **Fixed electrical installation certificate**

The Clock tower has the annual inspection scheduled and as part of that a long standing faulty fan in the toilet will be repaired.

### **HS2 Liaison Meetings**

Meetings have been re-scheduled for Wednesdays at 9am. If any councillor would like to attend then please let me know.

### **Removal of an apparently healthy tree at Vinetrees**

We had 2 reports in the office about work to apparently fell a healthy looking tree in Vinetrees. Both reporters were very clearly upset that the work was going to remove a tree and also it happening in the nesting season. It looks like the tree was on land managed by Fairhive and the office are trying to get a response for the residents.

### **COIF – Charities Investment Funds**

The Parish Council receives statements for funds totalling £55 per quarter to which we don't receive in our bank account. These funds have been transferred to another organisation(s) and the mandates not changed at the time. I am now trying to get to the bottom of this so that the mandates can be changed.



## **ITEM 9B – FINANCE REPORTS**

The finance reports show the current situation as at 21/7/2023. However it does include the July 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).



21/07/2023

Wendover Parish Council Current Year

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11:45

Detailed Income & Expenditure by Budget Heading 21/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Amenities Income</b>							
1000 Allotment Rent	0	1,537	1,630	93			
1005 Charter Fair	0	0	220	220			
1010 Cricket Club Lease	0	75	300	225			
1021 Markets - Local Produce	0	263	2,000	1,738			
1022 Markets - Weekly Market	0	888	10,660	9,772			
1030 Other Rental (Ashbrook)	0	150	2,045	1,895			
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			
1214 Christmas Trees	0	0	2,000	2,000			
1260 Xmas event income	0	0	500	500			
1261 Rifle Club Lease	0	0	100	100			
<b>Amenities Income :- Income</b>	<b>0</b>	<b>22,111</b>	<b>37,597</b>	<b>15,486</b>			<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>22,111</b>	<b>37,597</b>	<b>15,486</b>			
<b>125 Events Expenditure</b>							
4100 Annual Parish Meeting excl refs	0	512	500	(12)		(12)	
4105 Christmas Decorations	0	0	6,000	6,000		6,000	
4109 Promo Materials	100	321	500	179		179	
4110 Entertainment & Events	0	1,474	5,000	3,526		3,526	
4111 RAF Freedom Parade	3,113	3,149	0	(3,149)		(3,149)	3,149
4112 Floral Display	0	0	5,000	5,000		5,000	
4122 Markets - Local Produce	0	0	500	500		500	
4124 Markets - Business Rates	90	358	1,500	1,142		1,142	
4125 Markets - Water	0	31	50	19		19	
4126 Markets - Electric	18	120	300	180		180	
4130 Quiz	0	0	100	100		100	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>3,321</b>	<b>5,965</b>	<b>21,950</b>	<b>15,985</b>	<b>0</b>	<b>15,985</b>	<b>3,149</b>
<b>Net Expenditure</b>	<b>(3,321)</b>	<b>(5,965)</b>	<b>(21,950)</b>	<b>(15,985)</b>			
6000 plus Transfer From EMR	3,113	3,149					
<b>Movement to/(from) Gen Reserve</b>	<b>(208)</b>	<b>(2,816)</b>					
<b>130 Highways Expenditure</b>							
4200 Bus Shelters	0	0	750	750		750	
4210 Refuse Bins	0	0	500	500		500	
4211 Sever weather (salt etc	0	0	500	500		500	
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	
<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</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,750)</b>	<b>(3,750)</b>			

Continued over page



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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 21/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>135 Street Lighting Expenditure</b>							
4300 Electricity	1,025	3,110	13,000	9,890		9,890	
4305 Maintenance	2,361	3,466	7,000	3,534		3,534	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	
Street Lighting Expenditure :- Indirect Expenditure	<b>3,386</b>	<b>6,576</b>	<b>28,500</b>	<b>21,924</b>	<b>0</b>	<b>21,924</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,386)</b>	<b>(6,576)</b>	<b>(28,500)</b>	<b>(21,924)</b>			
<b>140 Recreation Expenditure</b>							
4400 Dog Bin Emptying	0	278	2,050	1,772		1,772	
4405 Maintenance - Fences, etc	0	29	1,500	1,471		1,471	
4410 Maintenance - Groundworks	0	268	5,000	4,732		4,732	
4415 Maintenance - Inspections, etc	0	0	1,800	1,800		1,800	
4416 Pond Works	0	0	1,500	1,500		1,500	
4417 Tree Works	300	3,300	2,500	(800)		(800)	
4418 Tree Inspections	0	1,680	1,800	120		120	
4421 Orchard Maintenance	0	721	600	(121)		(121)	
4425 Capital Expenditure (asset pur	370	2,253	10,000	7,747		7,747	
4430 Mower Maintenance	740	740	2,000	1,260		1,260	
4440 Play Equip - Repairs & Maint	0	0	8,000	8,000		8,000	
4450 Premises - Garage Rent	135	540	1,620	1,080		1,080	
4455 Premises - SiteSafe Electrics	12	(82)	200	282		282	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	
4465 Premises - SiteSafe Water, etc	6	23	300	277		277	
4475 Misc - Fuel	249	992	3,000	2,008		2,008	
4480 Misc - Materials & Tools	104	288	2,500	2,212		2,212	
4481 Machinery/Tool Service Repair	0	0	3,500	3,500		3,500	
4485 Misc - Protective Clothing	0	0	400	400		400	
4490 Misc - Refuse Bins	242	386	1,200	814		814	
4495 Misc - Sundries Recreation	0	49	1,000	951		951	
4497 Defibrillators	0	0	500	500		500	
Recreation Expenditure :- Indirect Expenditure	<b>2,157</b>	<b>11,627</b>	<b>50,970</b>	<b>39,343</b>	<b>0</b>	<b>39,343</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,157)</b>	<b>(11,627)</b>	<b>(50,970)</b>	<b>(39,343)</b>			
<b>200 Finance &amp; General Income</b>							
1205 Wiltchell Trust Grant	0	65	200	135			
1210 Interest Received ex Deposits	0	164	2,000	1,836			
1215 Miscellaneous Income	0	368	0	(368)			
1250 Precept Received	0	179,539	359,078	179,539			

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 21/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1266 VAHT Streetlight Income	0	203	600	397			
<b>Finance &amp; General Income :- Income</b>	<b>0</b>	<b>180,338</b>	<b>361,878</b>	<b>181,540</b>			<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>180,338</b>	<b>361,878</b>	<b>181,540</b>			
<b>220 Finance &amp; General Expenditure</b>							
4496 Professional Support (HS2 etc)	35	35	2,000	1,965		1,965	
4550 Communications - Publicity	125	4,507	5,750	1,243		1,243	
4555 Communications - Website	138	1,142	1,500	358		358	
4560 Financial - Bank Charges	0	124	580	456		456	
4565 Financial - Fees - Audit	0	(945)	2,300	3,245		3,245	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	
4575 Financial - Insurance	0	0	5,940	5,940		5,940	
4580 Financial - Software	0	566	800	234		234	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	
4615 Office - Broadband/Tel/Fax	112	543	1,600	1,057		1,057	
4620 Office - Copier	117	351	1,750	1,399		1,399	
4621 Office - Equipment - Expend	178	1,228	5,500	4,272		4,272	
4625 Office - Equipment Capital	0	433	1,000	567		567	
4630 Office - Postage & Stationery	0	93	500	407		407	
4640 Office - Testing - Electrical	0	0	75	75		75	
4645 Office - Testing - Fire	0	0	300	300		300	
4650 Office - Utilities - Electric	111	660	2,000	1,340		1,340	
4655 Office - Utilities - Water	6	11	150	139		139	
4660 Property Mgt - Clock Tower	195	436	2,000	1,564		1,564	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	
4670 Property Mgt - SiteSafe	83	83	5,000	4,917		4,917	
4675 Property Mgt - War Memorial	0	0	500	500		500	
4685 Subscriptions and Donations	110	1,403	2,000	597		597	
4690 Misc - Chairman's Expenses	0	233	1,200	967		967	
4691 Misc - Councillor Expenses	0	0	100	100		100	
4695 Misc - Room Hire	50	200	1,200	1,000		1,000	
4700 Misc Sundry Expenses Finance	6	94	500	406		406	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	
4707 H&S	0	0	3,000	3,000		3,000	
<b>Finance &amp; General Expenditure :- Indirect Expenditure</b>	<b>1,265</b>	<b>10,660</b>	<b>51,245</b>	<b>40,585</b>	<b>0</b>	<b>40,585</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,265)</b>	<b>(10,660)</b>	<b>(51,245)</b>	<b>(40,585)</b>			

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Detailed Income & Expenditure by Budget Heading 21/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>230 Grants out - S137</b>							
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	
4590 Grants Out - Major	0	15,000	15,000	0		0	
4611 Grants Out - Minor	0	0	5,000	5,000		5,000	
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>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	5,272	21,811	71,563	49,752		49,752	
4801 Staffing - Amenities - NIC	518	2,173	6,580	4,407		4,407	
4802 Staffing - Amenities-Pension	742	3,105	10,193	7,088		7,088	
4810 Staffing - F&G - Wages	6,007	24,026	97,586	73,560		73,560	
4811 Staffing - F&G - NIC	625	2,498	8,952	6,454		6,454	
4812 Staffing - F&G - Pension	293	1,172	6,196	5,024		5,024	
4816 Staffing F&G Student Loan	35	140	0	(140)		(140)	
4845 Payroll Charges	60	180	750	570		570	
4855 HR Consultancy Fees	32	3,383	3,500	117		117	
4860 Training Staff & Cllrs	0	1,457	3,000	1,543		1,543	
4861 Uniform	0	0	500	500		500	
4862 Smart Pension Admin Fee	15	60	240	180		180	
Staffing :- Indirect Expenditure	<b>13,599</b>	<b>60,006</b>	<b>209,060</b>	<b>149,054</b>	<b>0</b>	<b>149,054</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,599)</b>	<b>(60,006)</b>	<b>(209,060)</b>	<b>(149,054)</b>			
<b>980 Amenities Reserves</b>							
9111 EMR - Site Safe Insulation	4,718	4,718	0	(4,718)		(4,718)	4,718
9123 EMR - TWG Priorities	75	75	0	(75)		(75)	75
9126 EMR - New Cesspit Ashbrook	0	6,000	0	(6,000)		(6,000)	6,000
Amenities Reserves :- Indirect Expenditure	<b>4,793</b>	<b>10,793</b>	<b>0</b>	<b>(10,793)</b>	<b>0</b>	<b>(10,793)</b>	<b>10,793</b>
<b>Net Expenditure</b>	<b>(4,793)</b>	<b>(10,793)</b>	<b>0</b>	<b>10,793</b>			
6000 plus Transfer From EMR	4,793	10,793					
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>					
<b>Grand Totals:- Income</b>	<b>0</b>	<b>202,449</b>	<b>399,475</b>	<b>197,026</b>			
<b>Expenditure</b>	<b>28,521</b>	<b>134,627</b>	<b>399,475</b>	<b>264,848</b>	<b>0</b>	<b>264,848</b>	
<b>Net Income over Expenditure</b>	<b>(28,521)</b>	<b>67,823</b>	<b>0</b>	<b>(67,823)</b>			
plus Transfer From EMR	7,905	13,941					
<b>Movement to/(from) Gen Reserve</b>	<b>(20,616)</b>	<b>81,764</b>					





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**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

Month 4 Date 21/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	8,238	
200	Current Bank Account	2,930	
202	Flagstone	311,107	
	<b>Total Current Assets</b>		<b>322,478</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>320,795</b>
	<b>Total Assets less Current Liabilities</b>		<b>320,795</b>
	<u>Represented by :-</u>		
300	Current Year Fund	52,023	
310	General Reserves	137,931	
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	1,782	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,925	
362	New Cesspit Ashbrook	4,000	
363	Christmas Lights EMR	10,000	
364	Climate Action EMR	5,000	
	<b>Total Equity</b>		<b>320,795</b>



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**Wendover Parish Council Current Year**  
**Earmarked Reserves**

Page 1

<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	-4,717.60	1,782.40
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	-75.00	9,925.00
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>1,340.57</u>	<u>130,840.57</u>



## ITEM 10a – WENDOVER HS2 MAG



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

#### Works update

- Further closures of Ellesborough Road are anticipated to allow the routing of traffic over the temporary bridge in October, but this date could slip further as utility providers works are outside of HS2's direct control.
- Weekday night-time closures of the A413 at Small Dean are planned (31<sup>st</sup> July to 18<sup>th</sup> August) to allow piling for a Viaduct pier next to the railway line during a Network Rail closure for their works in South Aylesbury.
- We received details of EKFB's mitigation plan for the Coombe Hill Aquifer which is still being negotiated with the Environment Agency. EKFB are hoping to gain approval to start excavation of the Green Tunnel Cutting in the very near future.
- Traffic calming measures and 30 mph speed limit signage is being deployed in the new Nash Lee Lane to improve road safety and should be completed by mid-August.

#### July WPC activity

- An HS2 overview presentation was made to the Planning Committee as briefing prior to the Councillors HS2 site visit on 8<sup>th</sup> August.
- A budget provision of £2,000 was agreed by the Amenities Committee to fund support from a Consultant Hydrogeologist in case EKFB's aquifer mitigation plans require professional challenge.
- Ten public issues were handled in the month, mainly Nash Lee roads and the impact of full closure of the A413 at Small Dean.

#### Current Issues

- Detailed analysis of the impact of the North Cutting suggests that (while water flows will be reduced) the Weston Turville Reservoir SSSI should not be adversely affected. An opportunity has been identified to boost the water levels in Hampden Pond, but this requires further investigation. A public meeting is being planned to explain the issues.
- The Public Right of Way between Dobbins Lane and Station Approach is now expected to reopen by the end of August, following installation of a Thames Water supply pipe to the HS2 Concrete Works over Folly Bridge. There will be a follow-on closure of Dobbins Lane near the High Street, currently scheduled for 4<sup>th</sup> to 6<sup>th</sup> September.

25<sup>th</sup> July '23



## ITEM 10b - LIONEL ABEL-SMITH TRUST



Lionel Abel-Smith Trust update for WPC 18.7.2023

The Trust awards grants to the residents of the Parish of Wendover and Moor Park (as it was originally in the parish when the Trust was formed). Organisations that operate solely in Wendover and those who support a number of residents are also eligible.

Since the Annual meeting 2022 through to the Annual meeting in April 2023 for the year, the total grants given are broken down between:  
Individuals, Education, Medical & Organisations.

Sometimes it's not always easy to decide if it's Education or Individual as they often overlap.

The total grants awarded in each category are as follows:

Education: £22,478  
Individuals: £22,186  
Medical: £9,000  
Organisations: £45,736

TOTAL £99,400

Grants are also given throughout the year as the need arises. Many are one off although some are longer term commitments over a few years for education and organisations.

Any questions please send by email via Andy.

Many thanks

Sheila Bulpett (Trustee)



# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting 18<sup>th</sup> July 2023 at 8:15pm

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

**Present:** Councillors Worth (Chair), Julie Williams, Clive Gallagher, Jennifer Ballantine, Mark Standen, Julie Lloyd-Evans, Diane Washington & Sam Walker

**Absent:** 0

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 5

### APPOINT COMMITTEE MEMBER

**A23.022** Cllr Julie Lloyd-Evans was unanimously appointed as a committee member.

### APOLOGIES FOR ABSENCE

**A23.023** None

### DECLARATIONS OF INTEREST

**A23.024** None

### MINUTES

**A23.025** The minutes of the meeting of 20<sup>th</sup> June 2023 were **RESOLVED** as a true record and were signed by the Chair.

### PUBLIC PARTICIPATION

**A23.026** None

### UPDATE REPORT FROM THE CLERK

**A23.027** The report presented by the Clerk was NOTED. It was NOTED that the Clerk gave an update on the community payback trial project, this is taking place on Thursday 20<sup>th</sup> July 2023, and they are painting Hampden Shelter, there will be a maximum of 6 people with 1 supervisor. It was NOTED that there was an update from the Open Spaces Working Group on the skatepark project funding, the main funding is likely to come from the National Lottery Community Fund but this means the project would need planning to apply for this funding. The working group will run a public consultation to get opinions on the project and design.

### OPEN SPACES AND HAMPDEN POND

#### a) EMR for Playground Updates

**To consider that the Council plan ahead and approve a 5-year plan for improvements to Hampden and Ashbrook playgrounds.**

**A23.028** – It was **RESOLVED** to get figures to take to finance committee to approve. It was NOTED to get quotes for sustainable playpark equipment.



**b) HS2 and impact on local hydrology**

To note that HS2 are about to cut through the local aquifer and consider a campaign to ensure local waterways are not affected.

**A23.029** – It was **RESOLVED** to

- Fund qualified opinion from a hydro geologist up to £2000
- Develop an awareness campaign around the issue of the Waterways and the potential impact on Wendover’s open spaces
- Report back to Amenities on any developments

**c) Hampden Pond Throwing Line Signage**

To consider authorising expenditure of up to £800 to add signage explaining that tampering with equipment is an offence.

**A23.030** – It was **RESOLVED** to Approve expenditure of up to £800 to add signage to the Hampden Pond throwing lines.

**OTHER MATTERS**

**a) Open Space Hire Request for Ashbrook Open Space**

To consider the hire request for Ashbrook Open Space for the Phillip Green Fun Fair from the 7<sup>th</sup> August 2023 to the 14<sup>th</sup> August 2023.

**A23.031** – It was **RESOLVED** to accept the hire request. It was **NOTED** to speak to the company about anti-social noise due to issues raised from previous years.

**b) Christmas Lights 2023**

To consider the quotes for the Parish Council Christmas Display 2023 and award the work to the selected contractor.

**A23.032** – It was **RESOLVED** to accept quote 2 and send to Full Council for approval.

**c) Christmas Light Switch On Event 2023**

To consider approving the recommendations brought by the Christmas Event Working Group.

**A23.033** – It was **RESOLVED** to

- Authorise the office to look for sponsorship opportunities for the Christmas Light Switch On Event 2023.
- Approve the family friendly policy for the event.

**ITEMS FOR NEXT AGENDA**

**A23.034** None

**DATE OF NEXT MEETING**

**A23.035** The next scheduled meeting of the Amenities Committee is 19<sup>th</sup> September 2023.

**12. CLOSURE OF MEETING**

**A23.036** As all business was transacted the meeting was closed at 8.47pm.



Signed by  
Chair to the Amenities Committee  
2023

Date: 19<sup>th</sup> September

DRAFT



## ITEM 11 a ii) - CHRISTMAS LIGHTS 2023

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### BROUGHT BY

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Christmas Event Working Group

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### SUMMARY

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To consider the quotes for the Parish Council Christmas Display 2023 and award the work to the selected contractor.

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### PARISH COUNCIL BACKGROUND

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A few concerns with the 2022 Christmas lights were raised, poor communication from the contractor, lighting being installed in the incorrect places and the condition of the lights. The office had a meeting with the contractor at the start of the year to highlight these concerns, the meeting was positive, and the office was informed that they were going to be restructuring their team, the Council now have a project manager the communication the office has had with the project manager this year has been improved from last year. The condition of the lights is due to their age and to sections being replaced and updates over the years due to price, so this can result in them looking different in places.

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### DETAILS

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The office contacted the current contractor and two other companies that do Christmas displays for Councils around the area, one company did not get back to the office with a quote after chasing and sending specific directions on what to quote for, the office believes this is due to the current budget being too small.

#### Quote 1 – Total £6,789.00

Installation, Storage & Removal:

- Festoons
- Dressing Main Christmas Tree
- Frames to Clock Tower

Total ex VAT - £6,189.00

- Additional infrastructure details £600 ex VAT

#### Quote 2 – Total £5,523.25

Installation, Storage & Removal:

- Festoons
- Dressing Main Christmas Tree
- Frames to Clock Tower

Total ex VAT - £5223.25

- Additional costs for supply, install and removal of 20 20cm baubles for the 12ft tree £300 ex VAT

**Christmas Event Working Group Recommendation** – Quote 2 to support local business but noted to make sure there are not any communication problems this year to get everything in writing.





There is a separate EMR of £10,000 for Christmas Lights the Christmas Event Working Group recommend using this money to update the current lights the Council own, especially making the Clock Tower frame warm white as it's currently different to the festoon, the office is gathering quotes for this and it will come back in September.

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#### **FINANCIAL CONSIDERATIONS**

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- 4105 Xmas Decorations has £6,000.
- The 12ft Christmas tree and mini Christmas trees also come out of this budget.

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#### **LEGAL AND OTHER IMPLICATIONS**

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- N/A

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#### **PROPOSAL**

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To resolve to:

- Accept quote 2 and award work to the contractor.



# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting

18<sup>th</sup> July 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:** 16

### 1. APOLOGIES FOR ABSENCE

P23/70 None

### 2. DECLARATIONS OF INTEREST

P23/71 None

### 3. PUBLIC PARTICIPATION

P23/72 None

### 4. MINUTES

P23/73 The minutes of the Planning Committee Meeting held on 4<sup>th</sup> July were **RESOLVED** as a true record and the Chair signed the minutes.

### 5. PLANNING DECISIONS

P23/74 The planning decision made by Buckinghamshire Council as listed on the agenda of the meeting of the 18<sup>th</sup> July were noted.

### 6. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

P23/75 There was no Clerks report, and nothing for planning to note.

### 7. FINANCE

P23/76 The payments to consider totalling £3,888.61 were **RESOLVED** and signed.

### 8. PLANNING APPLICATIONS

P23/77 **23/01979/APP 13 St Annes Close Wendover Buckinghamshire HP22 6JF**  
Householder application for rear conservatory  
**Wendover Parish Council:** Support

P23/78 **23/02009/APP 65 Grenville Avenue Wendover Buckinghamshire HP22 6AJ**  
Householder application for front porch and single storey rear extension  
**Wendover Parish Council:** Support

P23/79 **23/01924/APP The Refuge And The Forge London Road Wendover Buckinghamshire HP22 6PZ**



Demolition of the ancillary outbuilding and erection of a 4 bed dwelling

**Wendover Parish Council:** Support

**P23/80 23/02060/APP 42 Carrington Crescent Wendover Buckinghamshire HP22 6AN**

Householder application for single storey front bay window extension

**Wendover Parish Council:** Support

**P23/81 23/00353/APP Coombe Lodge Nash Lee End Wendover Buckinghamshire HP22 6BH**

Change of Use from Class C2 care home use (Residential Institution) to Sui Generis Hostel use, alterations to window and door openings (42 rooms and a maximum of 42 occupants).

**Wendover Parish Council:** Neutral

**9. OTHER MATTERS**

**a) HS2**

**P23/82** It was NOTED that a presentation was given by a member of the Wendover HS2 Mitigation Action Group with an update on HS2, focussing on water, noise and traffic issues and site restoration associated with the project.

**b) CLOSURE OF RAF HALTON**

**P23/83** No updates to be noted.

**10. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC PLANNING MINUTES**

**P23/84** The meetings were noted.

**11. CLOSURE OF MEETING**

**P23/85** As all business was transacted and the meeting closed at 8.12pm

Signed by  
Chair to the Planning Committee

Date: 8<sup>th</sup> August 2023



## ITEM 13 a PARISH ENGAGEMENT AND WARDS

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### BROUGHT BY

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Office

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### SUMMARY

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To consider the role of the informal wards setup by the council and to agree the progression of a policy that outlines the wider engagement and representation agenda.

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### PARISH COUNCIL BACKGROUND

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The Parish Council does not have official wards but has split the parish into local areas that are represented by Councillors as a way of trying to make it easier for residents to approach the Council. Until recently Councillors were assigned to the wards and this was advertised on the website. Appendix A shows the current wards and the latest list of councillors and their wards.

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### DETAILS

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#### Current situation

The wards have always been a semi formal arrangement and there is no policy which outlines the responsibility of Councillors to their ward, issues that could be a conflict of interest and monitoring of how effective those wards are.

There is in place an arrangement where Councillors should not live in the ward they represent so there is no conflict of interest. With the many changes to Council personnel some Councillors are unaware of this arrangement and what it means for them.

Currently most issues come in through the office (e-mail, phone, social media, website) and are dealt with and reported in the Clerks report. This is an efficient way of dealing with issues but it could lead to Council not understanding the issues being faced in the Parish as Councillors could feel distant to that process.

Our digital engagement has increased significantly with the engagement statistics on social media much healthier than a year ago and the web form and website chat function. Staff have also spent a lot of time engaging with local groups and undertaking face to face consultations.

However, we have not spent time on the representation and advocacy role of being a Parish Councillor and many within our Parish simply want to pick up a phone or email and talk to their local representative.

#### Why have wards?

The Wards are a part of trying to improve engagement with the Parish and having a “named Councillor” that they can approach if they have any issues. Just in the same way as having a named nurse/doctor these Councillors can then be a single point of contact.

It is very simple message to get across – “you live in x road, contact y Councillor”



### Is the current system working?

At the moment the system is not working, residents have low awareness of who their ward councillor is and Councillors have low awareness of who they represent. That is not to state that residents do not contact Council and Councillors, neither that Council does not want to represent the residents.

Most issues do come through the office because the office is more readily accessible and the contact clearly publicised. The office are usually the best people to contact as they can make changes, add items to the agenda of meetings or signpost to a third party relatively quickly. But as stated this runs the risk of Councillors being detached from the issues that come into the office.

Options:

1. Refresh the current system

Check the ward boundaries are a fair split of the Parish, assign Councillors to those boundaries, produce a policy outlining the roles and responsibilities of representing a ward and the residents who make up that ward.

2. Create “portfolio” Councillors who specialise in certain aspects of Council business.

Councillors would be assigned a certain area of council work and they would be advertised as the contact point for issues with that. For example; Parks, Playground Maintenance, Hedges and verges, Council finances, Planning, Council grants, Council Governance etc.

It would probably be best to leave chairs of committees out as an escalation point and secondary contact if the Councillor with that portfolio left or had work/childcare commitments that meant they were temporarily unavailable. Each Councillor would receive a brief on their portfolio and be included in any comms from the office that related to their portfolio.

3. Create a more general Parish engagement strategy

Work on a policy that sets out how Council will engage with the Parish of Wendover from individual residents to local groups. This could include a proactive strategy with perhaps an annual “state of the Parish” survey that could track issues over multiple years and a set of clear flowcharts created “I WANT TO DO: XXXX” to help people engage with the right people quickly. We would also do some more detailed analysis of our social media engagement and some of the comments we get on social media to reach out to people who have issues.

These options are not mutually exclusive, and Council could opt for a hybrid of these options.

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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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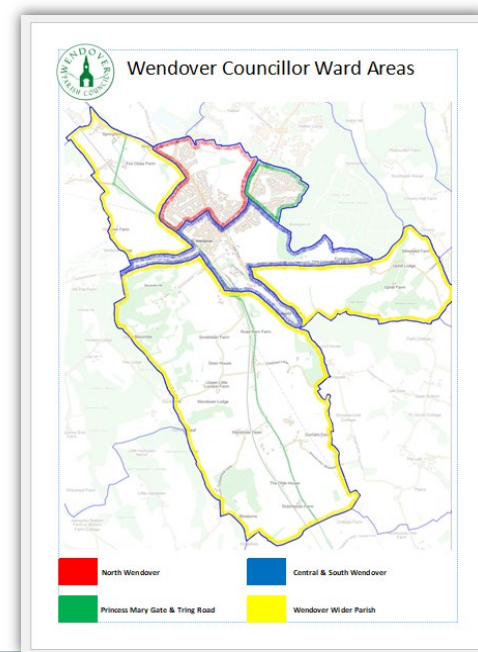
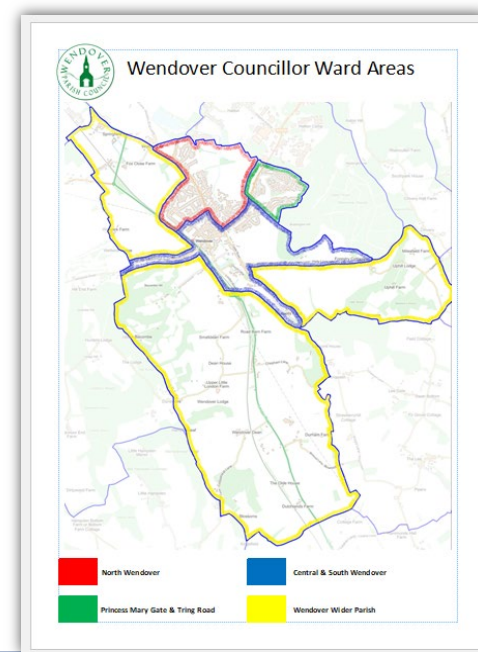
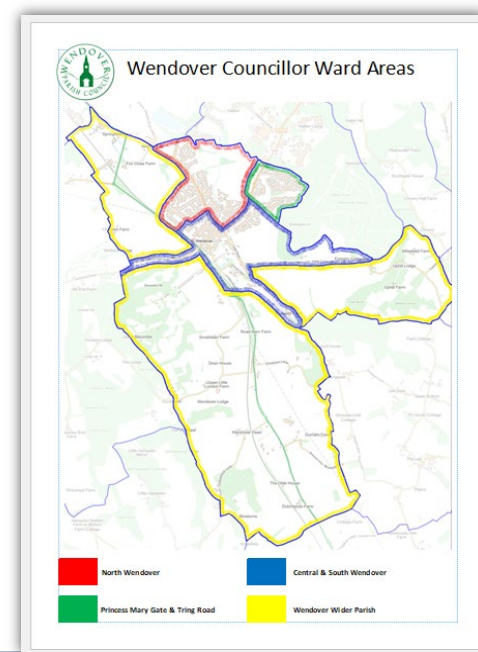
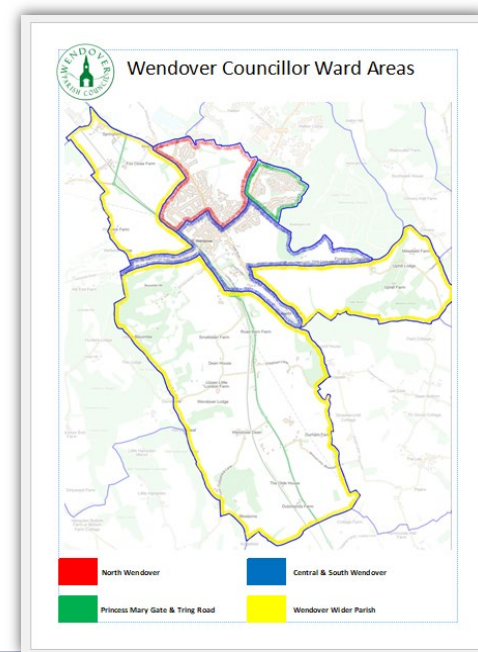
### PROPOSAL

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To discuss and consider the options presented (and other potential options) and instruct the office to work on that option and present a policy for approval at the next council.



## Appendix A – Current Wards and Councillors

Ward	Councillors
 <b>Wendover North</b>	Cllr Clive Gallagher Cllr Rob Goodall Cllr Julie Williams Cllr Stephen Worth
 <b>Princess Mary Gate &amp; Tring Road</b>	Cllr Julie Lloyd-Evans Cllr Mark Standen Cllr Andrew Barnard
 <b>Wendover Central &amp; South</b>	Cllr Sam Walker Cllr Diane Washington Cllr Jennifer Ballantine
 <b>Wendover Wider Parish</b>	Cllr Ruth Malleson Cllr Jo Durden-Moore



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## ITEM 13b HS2 PUBLIC MEETING

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### BROUGHT BY

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Chair

### 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, 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.

### 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.

### 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.

#### Ongoing issues

This mitigation only solves one part of the issues with HS2 and 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 week 3 of September)
- To consider authorising the open spaces working group to co-ordinate those projects for land being returned by HS2 in Wendover