



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

PARISH COUNCIL MEETING AGENDA

7th February 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 3rd January 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 TO COUNCIL

To hear from candidates looking to be co-opted to the vacant role on Council

7) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS

8) CLERKS REPORT & CORRESPONDENCE

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

10) REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) Wendover Canal Trust

To note the works to upgrade the canal towpath and improve the visibility and look of the start of the canal, consider feedback on those works, and resolve to agree feedback to be sent to the Wendover Canal Trust.

a) Wendover Business Group

To note the previously distributed meeting notes.

11) REPORTS FROM SUB-COMMITTEES

a) PLANNING

i) To note the draft minutes of the meeting on 17th January

b) AMENITIES

i) To note the draft minutes of the meeting on 17th January

12) REPORTS FROM WORKING GROUPS

a) HS2 Working Group

To note any updates from the working group

b) Parish Plan Working Group

To note work being undertaken by the Parish Plan Working Group and that the application for title absolute is in and awaiting a response from Land Registry. Council Resolves to:

- Note the work on the consultation on the Manor Waste and delegate all implementation of the consultation to the Clocktower team.
- Agree to the proposed Visual Identity and for Marley Design to commence applications and Clocktower team to develop suppliers / pricing proposals with the TWBG.
- Delegate the progress of the Wendover websites to the Clocktower team to report back at next FC meeting on progress.
- Delegate the requests by the Business Group to the Clocktower team to investigate and report back at next FC meeting.

c) Transport Working Group

To receive an update from the Transport working group.

13) OTHER ITEMS

a) Parking review implementation

To receive an update on issues discussed at the Council Meeting on 3rd January 2023 note that Buckinghamshire Council have now proceeded with notice on this project.

b) Coronation event

To consider the options available for an event to mark the coronation and consider the date for the event and engagement activities. Further to consider authorising the office to explore detailed event options and deliver the event in line with Council's preferred option.

c) Internal Audit

To note the findings of a recent internal audit and review the actions required.

i) **Internal audit report** – to note the internal audit report and the proposed actions

ii) **To consider a change of minutes** - To review the minutes of the Parish Council of the 7th June 2022 and 15th June 2021 and agree to amend the minutes to describe in correct detail the approval of the Annual Governance Statement and Accounting Statements and sign off again.

The minutes should be in the format as shown below:

Annual Governance Statement [YEAR]

To review and approve the Annual Governance statement [YEAR] - Section 1 of the Annual Governance and Accountability Return (AGAR).

It was RESOLVED to approve the Annual Governance Statement [YEAR], Section 1 of the Annual Governance and Accountability Return

Statement of Accounts [YEAR]

To review and approve the statement of accounts [YEAR] - Section 2 of the Annual Governance and Accountability Return (AGAR)

It was RESOLVED to approve Statement of Accounts [YEAR], Section 2 of the Annual Governance and Accountability Return

iii) **Advice on payments to Churches** – To review the advice from the Internal Auditor and the local association for local councils (BMKALC) on payments to Churches

d) Policy Review

To consider the following policies that are due for renewal:

i) **Market Protocol** – to note that this policy will be impacted by the Manor Waste strategy and consider renewing the policy for now with an understanding there will be further changes

ii) **Child and vulnerable adults protection** – to consider renewing this policy

iii) **Co-option policy** - to consider renewing this policy

14) DATES AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 7th March 2023

Items for Consideration: Review and consideration of the Wendover Parish Council Wards

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) Consideration of Co-option to Council

To consider the application of the candidate for co-option and their appointment to the Council.

16) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk to the Council

Date: 23rd December 2022

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

3rd January 2023 at 7:30pm

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

Present: Councillors Bulpett, Gallagher, Goodall, Thornton, Worth, Walker, Washington, Williams.

In attendance: Buckinghamshire Councillors Bowles and Newcombe with apologies from Councillor Strachan

Clerk: Andy Smith

Chair: Councillor Bulpett

Members of Public: 2

1. APOLOGIES FOR ABSENCE

PC22/336 Apologies were received and **ACCEPTED** from Councillors Durden-Moore, Ballantine and Standen

2. DECLARATIONS OF INTEREST

PC22/337 None declared

3. MINUTES

PC22/338 The minutes of the extraordinary meeting of 6th December and ordinary meeting of 13th December were **RESOLVED** as a true record and signed by the Chair.

4. CHAIR'S ANNOUNCEMENTS

PC22/339 The chair wished a happy new year to all

5. PUBLIC PARTICIPATION

PC22/340 There was no public participation at this stage

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC22/341 Councillor Bowles informed there was little to update since last meeting. Budget discussions are now being scrutinised by their portfolio as the next stage in the process. There was a reminder about the Proud of Bucks awards. It was also noted that the cold spell had created significant damage on some roads and that gully clearance was also a priority.

7. CLERKS REPORT & CORRESPONDENCE

PC22/342 The report from the Clerk was noted – It was further noted that the Ashbrook cesspit has now significantly failed and will need urgent works to repair.

8. FINANCE AND PAYMENTS

- a) **PC22/343** It was noted that there were additional payments to the list from the Garages at Sidleys. It was **RESOLVED** to approve the payments.
- b) **PC22/344** It was noted that the precept request ad now been submitted

- c) **PC22/345** The financial reports were noted. The high percentage overspends were questioned and it was noted that the actual values of the overspends were minimal and the bottom line was still within budget. There was a question on the xmas event income and it was noted that not all income had been recorded in the Nov accounts as the event was on the 30th Nov.

9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

- a) It was noted that there had been no meetings over the Christmas period

10. REPORTS FROM SUB COMMITTEES

a) FINANCE

PC22/346 The minutes of the extraordinary finance meeting of 6th Dec were noted it was further noted that Councillor Goodall was in attendance, and this would be amended before being approved at the next finance meeting.

b) PLANNING

PC22/347 The minutes of the meeting of the 6th December were noted

c) AMENITIES

PC22/348 The minutes of the meeting of the 20th December were noted

PC22/349 The tenancy agreement with Wendover Shed was considered and it was **RESOLVED** to authorise the Amenities committee to work out the detail of the agreement with the Wendover Shed based on an allotment agreement.

11. REPORTS FROM WORKING GROUPS

a) HS2 Working Group

PC22/350 It was noted that a letter about the communications to drivers on the issues on the A413 had been sent to HS2 – It was further noted that a copy should be sent to Bucks Councillor Broadbent

b) Parish Plan Working Group

PC22/351 It was **RESOLVED** to apply for the title absolute for manor waste.

PC22/352 The next steps were considered. It was **RESOLVED** to authorise the working group to:

- progress a public consultation plan,
- produce a report on the implications for the Chamber of Commerce and
- Update the manor waste policy.

It was noted that this work includes a plan for the Parish Council and Welcome to Wendover website

c) Transport Working Group

PC22/353 It was noted that there is now a consensus around the local challenges and what can be done, this very much includes any free options such as using Sustrans resources. It was further noted that the EV pilot was progressing – this includes works to dig a channel in the pavement so cables can sit flush with a protective grid over them. There will be a meeting of the group tomorrow.

12. OTHER ITEMS

a) Parking Review Implementation

PC22/354 The update from Transport for Bucks was noted in that Bucks will write to those who submitted comments on the consultation along with publicity in newspapers and websites.

Comments from residents were invited at this point and it was felt by the residents in attendance that there are many inconsistencies, not clearly explained, for example the lack of double yellow lines opposite the entry to side roads.

It was considered and noted that Council felt there was not enough information to agree to progress the implementation. It was with 7 votes and 1 abstention that the Parish Council **RESOLVED** to seek detailed diagrams with exact dimensions and any explanation for why lines have or have not been included and make the decision when that information is available.

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

PC22/355 It was **RESOLVED** to set the date for the Annual Parish Meeting to 20th April 2023

PC22/356 It was **RESOLVED** to set the date for the Annual Council Meeting (AGM) to 2nd May 2023

PC22/357 It was **RESOLVED** to agree the meeting dates as set out in the paper

PC22/358 It was **RESOLVED** to authorise the clerk to set the venues in line with availability, with the guidance that at least one set of meetings we should try and book the venue at PMG

13. DATES OF FUTURE MEETINGS

PC22/359 To note the next Parish Council meeting Tuesday 7th February 2023

14. CLOSURE OF MEETING

PC22/360 As all business was transacted the meeting was closed at 8:38

Signed by
Chair to the Parish Council

Date: Tuesday 7th February 2023



ITEM 8 – CLERKS REPORT AND CORRESPONDENCE

Most of this month Clerk's actions and correspondence appears in the agenda of the Parish Council and Staffing Committee

Clock in the Clock Tower

Once again, the Clock is faulty. The company who made the repair is coming out for free as they believe it is an issue with the repair. Again we are in their hands for when this work is completed. When they make the repair, we will seek guidance as to if we need to install heaters and fans to deal with the temperatures that are probably at the core of the equipment failures.

Wendover Shed – grounds work.

We have completed some grounds work to accommodate the Wendover shed at the Hogtrough allotments site. We have liaised with the allotment owners and the rifle club to ensure everyone is introduced to their new neighbours. It was also suggested that the Shed could also help those on the allotment to maintain their sheds and tool stores, which was well received. The works have included removal of some dead trees and levelling the ground ready to accept the container. Most of the materials removed have been used around the site to create wildlife habitats or level out other areas. Wooden sleepers for should be in place and the container will be arriving soon.

Internal Audit

The report is in and there are a few minor changes which will resolve all of the issues and we are close to being able to complete on that.

HS2 Works

There are a lot of lane closures and full closures coming up related to the HS2 works and we are monitoring the advertising of these and any alternative routes

Councillor Training

Council will be looking to renew key roles and review membership of its committees at the Annual Council Meeting on 2nd May 2023. It is useful to highlight the National Association of Local Councils (NALC) and Bucks and Milton Keynes Association of Local Councils (BMKALC) who run excellent training courses aimed at staff and councillors. The latest NALC events have been previously circulated and BMKALC courses can be found at [Training and Events – BMKALC \(bucksalc.gov.uk\)](https://bucksalc.gov.uk/training-and-events/) <https://bucksalc.gov.uk/training-and-events/>

Parking review

Correspondence came in following up on the detailed plans for the implementation and the following reply was sent:

Thanks for following up on this issue.

After a detailed inspection of the roads (both during the day and in the evening) I was able to get a real sense of the issues and understand what you were saying in the meeting, so I could link that to the decisions being made by Bucks.

Whilst the Parish Council had not recommended the implementation the Council have decided to progress the works anyhow and have put out the notice of works which includes 2 other parking schemes in other areas.



However, my observations are that Bucks seem to have heeded feedback and left well alone. We had the highest response to the survey from Chiltern Rd and they were almost unanimously saying “leave well alone we have worked it out”. Therefore, there is only one change on Chiltern Rd and that is the access road alongside the Legion Club. The section of road opposite Vicarage, which was discussed at the meeting, has dropped kerbs and driveways, which residents claim are already kept clear for access and double yellow lines would not impact on that either way.

The only significant change is on Perry Street there is one change at the junction with Dobbins lane in that there are to be double yellows between the current ones at the junction and the splay of St Agnes Gate. Again, this is in keeping with residents’ feedback. These lines are only on the east side of the road and run between the 2 junctions so the precise measurements are set out by the road.

This is the only change in that area that will reduce parking, by 2 cars, on that side of the road. Looking through the residents’ comments this seems acceptable to them.

We were worried about the devil being in the detail, which is why we requested measurements but in the case of Chiltern and Perry there are no significant changes to the lines.

The papers for the next meeting go into more detail on these issues and will be available to download with the Agenda (it is a combined agenda and papers PDF) on Thu.

Co-option of a new Councillor

After advertising the vacancy we have had interest and I have provided information and context of the role to a candidate for co-option. They have been linked to the Chair of Council for an informal chat about the role and we are discussing in this meeting.

London Road Allotments – water collection

An enquiry came in about water for the London Rd allotments. They were informed that we are currently awaiting the outcome of a bid to the Community Board to fund water collection “sheds” that would provide significant water. The person in contact is an engineer and offered their skills to support any work we do. They did state that a water standpipe connected to the mains was not appropriate and a waste of natural resources so were fully supportive of our water collection units.

Grants to local organisations

We have advertised and dealt with enquiries for Parish Council grants to local organisations. We now have 5 applications which will be considered by the Finance Committee on Tue 21st Feb 2023

Skatepark – Tender and Community Board Grant

There has been an issue with uploading our invite to tender on the Contracts Finder website. This is now resolved, and we await the responses. A decision can then be taken at the March Parish Council. The Community Board have been updated as to the status of the project so that funds can be carried over.

Meeting with Wendover Business Forum

The Clerk attended a meeting of the business forum on the 10th Jan. The meeting was interested in developing the Local Produce Market for the benefit of Wendover businesses and residents. Further the parish plan for the Manor Waste and welcome to Wendover identity and website was discussed and it was agreed to have some direct input from the group into these projects to ensure it meets the needs of the local businesses.



Update on office broadband and phones

At the start of the year the office looked into the phone and broadband deals and was able to take advantage of a deal with our current provider without penalty as we are mid contract. (i.e. we are unable to go out to get additional quotes because the penalty of moving provider is prohibitive). The new broadband and hub have been installed and will provide a better connection for a cheaper price. The move from copper lines to internet phones (VOIP) have also meant there are some good deals for our phone and we are in the process of getting 2 phone lines and a new phone system for a saving of approximately £20 a month.

Meeting regarding Eco Audit

The office had a meeting with a representative from CLAW about our eco audit and progress. It is fair to say that the recent staffing vacancies have slowed progress but as a result of this meeting it looks like we can start to gain some traction on this report and its actions.

State of footpaths

We have had multiple enquiries about the state of the footpaths in the local area. The leaf fall of autumn has mulched and when this mulch is frozen or wet it causes issues for pedestrians. The reports have come in from Dobbins Lane and the path along the side of Bank Farm. One of the reports asked if we could use our street sweeper to deal with the issues.

Unfortunately, whilst it does look like a street sweeper, our edging brush is not designed to cope with clearing a path. Further, the paths are an issue for Bucks Council not the Parish Council. We have forwarded these issues to the appropriate team in Bucks Council with no response as of yet.

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 2/2/2023

Month No: 10

Item 9b - Income and Expenditure

	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	0	220	200	(20)			110.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	0	1,085	2,000	915			54.3%	
1022 Markets - Weekly Market	0	5,352	10,400	5,048			51.5%	
1030 Other Rental (Ashbrook)	0	1,481	1,500	19			98.7%	
1035 BCC Devolved Footpaths Income	0	17,613	17,613	(0)			100.0%	
1214 Christmas Trees	0	1,657	0	(1,657)			0.0%	
1260 Xmas event income	0	589	500	(89)			117.7%	
1261 Rifle Club Lease	0	100	100	0			100.0%	
Amenities Income :- Income	0	29,951	34,045	4,094			88.0%	0
Net Income	0	29,951	34,045	4,094				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	36	500	464		464	7.3%	
4105 Christmas Decorations	0	5,165	5,000	(165)		(165)	103.3%	
4109 Promo Materials	0	8	500	492		492	1.5%	
4110 Entertainment & Events ex s137	0	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	388	500	112		112	77.6%	
4124 Markets - Business Rates	0	988	1,300	312		312	76.0%	
4125 Markets - Water	0	27	50	23		23	54.1%	
4126 Markets - Electric	59	340	230	(110)		(110)	148.0%	
4130 Quiz	0	311	100	(211)		(211)	310.9%	
4132 Christmas Celebration Event	0	2,209	2,200	(9)		(9)	100.4%	
Events Expenditure :- Indirect Expenditure	59	13,563	17,380	3,817	0	3,817	78.0%	0
Net Expenditure	(59)	(13,563)	(17,380)	(3,817)				
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)				

Detailed Income & Expenditure by Budget Heading 2/2/2023

Month No: 10

Item 9b - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	0	8,421	10,500	2,079		2,079	80.2%	
4305 Maintenance	0	9,188	6,000	(3,188)		(3,188)	153.1%	
4315 New Columns (not LEDs)	0	500	8,280	7,780		7,780	6.0%	
4320 Streetlighting Inspections	0	0	1,000	1,000		1,000	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	0	18,108	25,780	7,672	0	7,672	70.2%	0
Net Expenditure	0	(18,108)	(25,780)	(7,672)				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	0	0	2,000	2,000		2,000	0.0%	
4405 Maintenance - Fences, etc	0	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	0	83	1,500	1,417		1,417	5.6%	
4417 Tree Works	300	1,114	2,500	1,386		1,386	44.6%	
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	370	10,193	12,000	1,807		1,807	84.9%	
4430 Mower Maintenance	0	1,912	2,000	88		88	95.6%	
4440 Play Equip - Repairs & Maint	0	1,176	5,000	3,824		3,824	23.5%	
4450 Premises - Garage Rent	135	1,295	960	(335)		(335)	134.9%	
4455 Premises - SiteSafe Electrics	0	326	150	(176)		(176)	217.5%	
4465 Premises - SiteSafe Water, etc	0	263	100	(163)		(163)	263.1%	
4475 Misc - Fuel	0	2,092	1,800	(292)		(292)	116.2%	
4480 Misc - Materials & Tools	0	987	2,500	1,513		1,513	39.5%	
4481 Machinery/Tool Service Repair	0	1,025	3,500	2,475		2,475	29.3%	
4485 Misc - Protective Clothing	0	153	400	248		248	38.1%	
4490 Misc - Refuse Bins	0	605	1,200	595		595	50.4%	
4495 Misc - Sundries Recreation	0	696	1,200	504		504	58.0%	
4497 Defibrillators	0	824	800	(24)		(24)	102.9%	
Recreation Expenditure :- Indirect Expenditure	805	24,087	46,510	22,423	0	22,423	51.8%	0
Net Expenditure	(805)	(24,087)	(46,510)	(22,423)				
<u>200 Finance & General Income</u>								
1205 Wltchell Trust Grant	0	195	200	5			97.5%	
1210 Interest Received ex Deposits	0	1,320	1,000	(320)			132.0%	
1215 Miscellaneous Income	0	1,316	0	(1,316)			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	329,160	328,128	(1,032)			100.3%	0
Net Income	0	329,160	328,128	(1,032)				

11:11 Detailed Income & Expenditure by Budget Heading 2/2/2023

Month No: 10 Item 9b - Income and Expenditure

	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)	0	538	2,000	1,462		1,462	26.9%	
4550 Communications - Publicity	150	5,042	5,750	708		708	87.7%	
4555 Communications - Website	150	1,292	1,500	208		208	86.2%	
4560 Financial - Bank Charges	0	340	580	240		240	58.7%	
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	751	800	49		49	93.9%	
4582 End of Year Support RBS	0	0	700	700		700	0.0%	
4615 Office - Broadband/Tel/Fax	0	1,419	1,600	181		181	88.7%	
4620 Office - Copier	0	1,053	1,850	797		797	56.9%	
4621 Office - Equipment - Expend	0	2,703	5,500	2,797		2,797	49.1%	
4625 Office - Equipment Capital	0	162	1,000	838		838	16.2%	
4630 Office - Postage & Stationery	0	477	500	23		23	95.4%	
4640 Office - Testing - Electrical	0	60	75	16		16	79.3%	
4645 Office - Testing - Fire	0	248	300	52		52	82.7%	
4650 Office - Utilities - Electric	520	1,589	1,700	111		111	93.5%	
4655 Office - Utilities - Water	0	113	150	37		37	75.3%	
4660 Property Mgt - Clock Tower	80	1,967	2,000	33		33	98.3%	
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	665	1,200	535		535	55.4%	
4691 Misc - Councillor Expenses	0	0	200	200		200	0.0%	
4695 Misc - Room Hire	50	445	1,000	555		555	44.5%	
4700 Misc Sundry Expenses Finance	(80)	132	800	668		668	16.6%	
4705 Misc - Travel Staff & Cllrs	0	(23)	300	323		323	(7.8%)	
4707 H&S	0	59	3,000	2,941		2,941	2.0%	
Finance & General Expenditure :- Indirect Expenditure	1,020	25,659	47,005	21,346	0	21,346	54.6%	0
Net Expenditure	(1,020)	(25,659)	(47,005)	(21,346)				
230 Grants out - S137								
4585 Grant-Churchyard Care-NOT137	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	1,000	2,145	5,000	2,855		2,855	42.9%	
Grants out - S137 :- Indirect Expenditure	1,000	30,295	34,000	3,705	0	3,705	89.1%	0
Net Expenditure	(1,000)	(30,295)	(34,000)	(3,705)				

Detailed Income & Expenditure by Budget Heading 2/2/2023

Month No: 10

Item 9b - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Staffing								
4800 Staffing - Amenities - Wages	2,562	46,482	54,408	7,926		7,926	85.4%	
4801 Staffing - Amenities - NIC	1,067	4,806	4,353	(453)		(453)	110.4%	
4802 Staffing - Amenities-Pension	1,224	6,774	7,475	701		701	90.6%	
4810 Staffing - F&G - Wages	2,187	59,516	96,354	36,838		36,838	61.8%	
4811 Staffing - F&G - NIC	937	6,323	7,979	1,656		1,656	79.2%	
4812 Staffing - F&G - Pension	324	2,873	7,979	5,106		5,106	36.0%	
4816 Staffing F&G Student Loan	53	67	0	(67)		(67)	0.0%	
4818 Temporary Staff	0	1,691	1,890	199		199	89.5%	
4845 Payroll Charges	0	432	660	228		228	65.5%	
4855 HR Consultancy Fees	0	3,294	3,200	(94)		(94)	102.9%	
4860 Training Staff & Cllrs	0	2,604	2,500	(104)		(104)	104.1%	
4861 Uniform	0	67	500	433		433	13.3%	
4862 Smart Pension Admin Fee	0	120	200	80		80	60.0%	
Staffing :- Indirect Expenditure	8,354	135,048	187,498	52,450	0	52,450	72.0%	0
Net Expenditure	(8,354)	(135,048)	(187,498)	(52,450)				
980 Amenities Reserves								
9110 EMR - Clock Tower Fountain/wal	0	1,196	0	(1,196)		(1,196)	0.0%	1,196
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	412	0	(412)	0	(412)		7,920
Net Expenditure	0	(412)	0	412				
6000 plus Transfer From EMR	0	7,920						
Movement to/(from) Gen Reserve	0	7,508						
Grand Totals:- Income	0	359,110	362,173	3,063			99.2%	
Expenditure	11,237	247,928	362,173	114,245	0	114,245	68.5%	
Net Income over Expenditure	(11,237)	111,182	0	(111,182)				
plus Transfer From EMR	0	7,920						
Movement to/(from) Gen Reserve	(11,237)	119,102						

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	-16,196.00	8,804.00
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	-22,920.26	110,079.74

31/01/2023

Wendover Parish Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	6,831	
200	Current Bank Account	31,784	
202	Flagstone	293,181	
230	Petty Cash	8	
	Total Current Assets		331,804
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,881	
	Total Current Liabilities		1,881
	Net Current Assets		329,923
	Total Assets less Current Liabilities		329,923
	<u>Represented by :-</u>		
300	Current Year Fund	111,182	
310	General Reserves	108,661	
332	HS2 Research & Evidence EMR	5,000	
338	Hampden Pond EMR	5,000	
346	Clock Tower Fountain and Wall	8,804	
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		329,923



ITEM 10a – WENDOVER CANAL TRUST

BROUGHT BY

Chair

SUMMARY OF MOTION

To note the works on the Canal entrance on Wharf Rd and the towpath upgrade, feedback on the plans and consider a response to the Canal Trust.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The Wendover Canal Trust has sent out details of the towpath upgrade forwarded to all council on Mon 30th January. This follows a meeting with the Canal Trust and CRT on 27th January (meeting notes shown below).

Council are asked to consider the footpath upgrade and the works to make the start of the canal more visible and that this be sent to the Canal Trust:

Key issues are:

- The style of fencing at the start of the canal on Wharf Rd
- Signage along Wharf Rd
- The width of the towpath
- The budget limitations because of cost pressures meaning that not all of the original proposal can be completed

Meeting Notes

Notes on a meeting held on site on 27th January 2023 to discuss the replacement of the fence overlooking the Wendover Canal at Wharf Road

Those present:

Wendover Parish Council:

Cllr Sheila Bulpett
Phoebe Sharps

Canal & River Trust:

Dale Canfield
Aaron Arnold

Wendover Canal Trust:

Mikk Bradley
Peter Elwin

The meeting was held to discuss how the 7.0m steel fence overlooking the canal at Wharf Road can be replaced with a solution that is more attractive and gives passers-by a clear view of the canal.



After discussion of various options it was proposed that:

- The existing vegetation on both sides of the fence be completely cleared between 3rd-10th February when the towpath clearance is being carried out by Wendover Canal Trust volunteers
- A tree close to the water to the right of the photo be felled in March/April
- The steel fence and its supporting wooden posts be removed in March/April (or perhaps the wooden posts to be sawn off at their base)
- A brick wall with a safety rail be built of sufficient height to be safe for passing children
- The existing CRT-owned concrete wall on the canal side of the steel fence be the foundation for the brick wall
- Surplus bricks owned by WCT at Little Tring be used to the extent possible
- Vegetation be cleared down the path from the pavement to the canal, but the fencing remain
- WCT volunteers to carry out all the above work.

In order to enable the above to happen the following actions are required:

- Mikk to circulate his drawing of the proposed brick wall and safety railing for approval by all
- Mikk to organise the vegetation clearance between 3rd and 10th February
- Mikk to prepare an estimated project cost
- Peter and Sheila to discuss further a possible grant from Wendover Parish Council
- Lewis Minney, Local Area Technician in the Transport Department at Buckinghamshire Council has advised that the following licences may be required:

[Apply for a hoarding licence to put temporary fences around a construction site | Buckinghamshire Council](#) – cost £226.60

[Apply for a Section 171 licence to do minor works on the public highway \(including Christmas decorations and banners\) | Buckinghamshire Council](#) – cost £165

- Alastair McVail, Area Rights of Way Officer has said that the RoW team have no issues with what is being proposed provided that the path can remain open to the public whilst any works are being undertaken. If the path needs to be closed then an application for a temporary traffic regulation order will need to be made.
- Sheila and Phoebe supported the project in principle but have a keen interest in what is being proposed by way of replacement, and in particular its safety
- Dale and Aaron also supported the project and will contribute to discussions on design.

[Post-meeting note: signage was not discussed at this meeting but will need to be at a later date.]



FINANCIAL CONSIDERATIONS

N/A

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

The Parish Council is asked to comment on the proposals and current plans for the towpath and Canal start at Wharf Rd.

- Parish Council resolves to agree the feedback to be presented to the Canal Trust

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

17th January 2023 at 7:30pm

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

Present: Councillors Stephen Worth (Chair), Sheila Bulpett, Julie Williams, Mark Standen, Sam Walker and Jennifer Ballantine.

Absent: Councillor Julie Lloyd-Evans

Clerk: Phoebe Sharps

Members of Public: 1

1. APOLOGIES FOR ABSENCE

A22.093 Apologies were received from Councillor Diane Washington and were **ACCEPTED**.

2. DECLARATIONS OF INTEREST

A22.094 None.

3. MINUTES

A22.095 The minutes of the meeting of 20th December 2022 were **RESOLVED** as a true record and were signed by the Chair.

4. PUBLIC PARTICIPATION

A22.096 None.

5. UPDATE REPORT FROM THE CLERK

A22.097 The report presented by the Clerk was **NOTED**. The Council received an update on the pond railing, the grounds team will be adding a lower railing for the safety on small children this was **NOTED**. A question was asked by the Council about why the extra fire extinguishers could not be used by the Council it was **NOTED** that the grounds team had confirmed that there was no need for extra fire extinguishers and no space to store them, there would also be a cost for servicing the fire extinguishers as they have expired. The Council asked if there were alternatives to Contract Finder due to the difficulties slowing down the process, the chair of the open spaces working group asked for updates from the office. It was **NOTED** that a site visit has taken place regarding the cesspit, a quote will be sent through, and the office will get the correct number of quotes for the work, it was advised that work could not start until March due to the condition of the ground. It was also **NOTED** that the office will investigate the option to claim for the faulty cesspit. It was **NOTED** that the council asked if the office and grounds team can cost up staining the site safe.

6. FINANCE

To consider the list of payments and sign cheques

A22.098 – The payments to consider totalling £10,402.96 were **RESOLVED** and signed.

7. OPEN SPACES AND HAMPDEN POND

a) **Old Skatepark and London Road Allotments Clean-Up**

To consider the quotes to hire equipment for the old Skatepark and London Road Allotments clean-up.
A22.099 – The Council questioned the need for the digger, it was NOTED that the large quantities of green waste and the old metal shed required a digger to ensure the work is completed efficiently. It was NOTED that the office will make the London Road Allotment tenants aware of the work. It was **RESOLVED** to carry out work with the equipment required from quote 1.

b) Flower Displays 2023

To consider the quote for flower displays in 2023.

A22.100 – It was NOTED that the office is going to get a quote for the 4 planters on Manor Waste, the office has been in contact with a community group in Wendover asking their interest in assisting with the planting. It was **RESOLVED** to accept the quote for flower displays for Summer and Winter 2023.

c) Tree Maintenance

To note issues with the award of the tree tender and revise decision accordingly.

A22.101 – It was NOTED that the contractor has been the councils preferred contractor but there is no official document stating this, and this was a verbal agreement. It was NOTED that the office will look into drawing up a service level agreement for contractors who completed work for the council, this will be brought back to a future meeting. It was **RESOLVED** to accept the quote from the original contractor and schedule the works.

8. OTHER MATTERS

a) 2023 Event Dates

To consider dates for 2023 events.

A22.102 –

It was **RESOLVED** to:

- Continue Annual Quiz in the same format.
- Delegate the organisation of, the Easter competition, Annual Parish Meeting, Annual Quiz and Halloween competition to the Estates and Events Manager.
- To agree to competition prize amounts.
- Hold Carols Around the Tree on Friday 15th December 2023, hire a band and organise new carol sheets.
- To hire a band for December LPM on 16th December 2023.
- Enter Buckinghamshire Vest Kept Village Competition.

It was NOTED to notify the bands that use of the council's gazebo will be weather dependant. It was NOTED that the council have asked the grounds team to clean bus shelters for the end of May. It was NOTED that the office will ask the grounds team about the large gazebo that has previously been used by the council to find out who owns this.

b) Wendover Shed Tenancy Agreement

To consider the tenancy agreement and approve.

A22.103 – It was NOTED that the Council received an update on the new proposed location of the shipping container. It was NOTED that the Rifle Club tenancy agreement has a 5-year review period, the first review will be in October 2023 during this time the proposition of the car park being shared with Wendover Shed will be discussed. It was NOTED to ensure Wendover Shed have the access code to Hogtrough Allotments. It was **RESOLVED** to approve the contract for use with Wendover Shed, the contract was signed by both parties at the meeting.

c) Family Fun Quiz/Quiz Launch Night

To consider new quiz event.

A22.104 – It was NOTED that Friday might be an ideal day for this event, the office will contact Wendover Youth Centre as they hold youth clubs on Fridays, it was also NOTED to ask if they want to be involved in the quiz. It was **RESOLVED** to authorise the office to explore and cost up different options for the quiz.

9. ITEMS FOR NEXT AGENDA

A22.105 None

10. DATE OF NEXT MEETING

A22.106 The next scheduled meeting of the Amenities Committee is 21st March 2023.

11. CLOSURE OF MEETING

A22.107 As all business was transacted the meeting was closed at 8:17pm

Signed by
Chair to the Amenities Committee

Date: 17th January 2023

WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 17th January 2023 at 7.00pm St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Jennifer Ballantine, Sam Walker, Stephen Worth, Sheila Bulpett, Mark Standen.

Clerk & Minutes: Phoebe Sharps

Chair: Jennifer Ballantine

Members of Public: 0

1. APOLOGIES FOR ABSENCE

P22/106 Apologies were received from Councillor Washington and they were accepted.

2. DECLARATIONS OF INTEREST

P22/107 None

3. PUBLIC PARTICIPATION

P22/108 None

4. MINUTES

P22/109 The minutes of the Planning Committee Meeting held on 6th December 2022 were **RESOLVED** as a true record and the Chair signed them.

5. DECISIONS

P22/110 The decisions made by Buckinghamshire Council on applications listed on the 17th January 2023 agenda were **NOTED**.

6. PLANNING APPLICATIONS

P22/111 The following Planning Applications were considered, and decisions made: -

22/04314/APP 1 Orchard Close Wendover Buckinghamshire HP22 6LN

Householder application for two storey rear and single storey side extensions

Wendover Parish Council decision: Objection

NOTED: The formal objection from the Council is that it is overbearing. Although it was **NOTED** that the Council also have reservation regarding the boundary uncertainty. The Council also **NOTED** that the development is out of character for the whole road and if approved there could be parking issues.

23/00042/APP 93 Thornton Crescent Wendover Buckinghamshire HP22 6DQ

Householder application for removal of hedge and new fence installed to front and side of property

Wendover Parish Council decision: No objection

23/00053/APP The Refuge London Road Wendover Buckinghamshire HP22 6PY

Householder application for erection of first floor side extension, replacement roof tiles, rear fenestration, and porch changes

Wendover Parish Council decision: No objection

23/00052/HS2 South Of Wendover Extending From Rocky Lane In The South, And To The North Of Bacombe Lane At The Northern Boundary.

The Council received an update, and it was NOTED that there were 3 reports, these included information on noise and drainage, it also included an update about interacting with stakeholders and discussed mitigation. It was NOTED that Councillor Bulpett would share the attachments and documents in connection to this application.

7. CLERK'S REPORT INCLUDING HISTORY AND CORRESPONDENCE

P22/112 The report presented by the Clerk was NOTED.

8. HS2

HS2 Working Group Update

P22/113 It was NOTED that the update on 23/00052/HS2 was the only update on HS2.

9. CLOSURE OF RAF HALTON

P22/114 It was NOTED that there was no update.

10. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC MEETINGS

P22/115 It was NOTED that the next Central Buckinghamshire Area Planning Committee Development Control meeting due to be held on 18th January 2023 at 2.30pm was cancelled.

11. CLOSURE OF MEETING

P22/116 As all business was transacted the meeting closed at 7:21pm

Signed by
Chair to the Planning Committee

Date: 17th January 2023



WENDOVER PARISH COUNCIL

Parish Plan Working Group

Update for Full Council Meeting February 2023

1st February 2023

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 2023
2. Ensure implementation of the new policy for Community Engagement
3. Develop Economic & Social Regeneration Strategy & execute for 2023
 - 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)
3. Deliver on the purpose of the WPC - *"To Champion everything which makes Wendover unique"*

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 through to end April 2023.

Status as of 1st February 2023

1. Review the Parish Climate Action Plan, update and execute for 2023

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

2. Ensure implementation of the new policy for Community Engagement

The next consultation will be for the Manor Waste (see below)

3. Develop Economic & Social Regeneration Strategy & execute in 2023

CLLr Durden-Moore has held a number of meetings with Mrs Ana Brown and Mrs Jane Larkham (Wendover News) to discuss the strategy to date. There have been 3 meetings with interested business owners and the above-mentioned who have formed The Wendover Business Group (TWBG), regular meetings will continue as the strategy evolves in 2023.

Regarding specific live workstreams:

3a. An updated/new policy for use of The Manor Waste

- a. Legal consultation is completed, and the Council has applied for the Title Absolute for The Manor Waste – *approx. timing 2 months (end March 2023)*
- b. Public consultation for usage of The Manor Waste based on ideas already consulted on in 2022 to commence mid to late February to run for 4 weeks – this will be both physical and digital and aims to reach many different audiences through engagement with schools, societies, databases, shops, market presence as well as all digital mediums - *aim to finalise the results end March 2023*
- c. The WG shall thereafter review the current policy for The Manor Waste and update it based on legal advice and results of the public consultation – *aim to sign off at April FC meeting in order to commence implementation for April onwards*

ACTION: FC to agree to delegate all implementation of the public consultation to the Clocktower team, with WG inputs

3b. A publicity/tourism campaign for Wendover in 2023

- a. Marley Design has provided a new Visual Identity to apply to a variety of mediums (online, t-shirts, shopping bags, bumper stickers, badges, postcards etc) – *aim to have this read for the spring 2023*
- b. Discussion on a tourism campaign to be held with TWBG at their next meeting 6th February 2023 and the WG to further develop proposals – *to be brought to FC at next meeting in March 2023*

ACTION: FC to agree to the proposed Visual Identity and for Marley Design to commence applications and Clocktower team to develop suppliers / pricing proposals with the TWBG

3c. A new 'Welcome to Wendover' PC-owned & run website

- a. Tactics to drive further traffic to the site are in discussion amongst the Clocktower team
- b. Once the new Visual ID is agreed, the website shall adopt that identity going forwards
- c. The current PC website is being refined to statutory information only
- d. The long-term strategy & plan for both websites and associated social media to be further developed

ACTION: FC to agree to delegate all this to the Clocktower team to report back at next FC meeting on progress

3d. Wendover Business Group requests

- a. Improved signage to promote businesses and help visitors navigate around the town requested from the group eg: at the train station and entry to the town
- b. A map on the Manor Waste to indicate the Library as a source of tourist information including suggested local walks and other sites of interest, eg: St Mary's, Children's Playgrounds – ideally a digital sign displaying shops, restaurants, places of interest
- c. Ensure the search terms 'visit wendover' are incorporated into the web & social strategy / consider changing the name of the w2w website ?
- d. Local Product Market to be taken over by an independent specialising in such markets / look to move it to a Sunday - incorporate this idea into the public consultation for The Manor Waste ?

***ACTION:** FC to agree to delegate all this to the Clocktower team to investigate and report back at next FC meeting*

PROPOSAL FOR FULL COUNCIL

Council Resolves to:

- Note the work on the consultation on the Manor Waste and delegate all implementation of the consultation to the Clocktower team.
- Agree to the proposed Visual Identity and for Marley Design to commence applications and Clocktower team to develop suppliers / pricing proposals with the TWBG.
- Delegate the progress of the Wendover websites to the Clocktower team to report back at next FC meeting on progress.
- Delegate the requests by the Business Group to the Clocktower team to investigate and report back at next FC meeting.

Ends..../

WENDOVER BRAND GUIDELINES

FONTS

Damion
Oswald Medium
 Helvetica

COLOUR PALETTE



WENDOVER ATTRACTIONS



ACCOMODATION DOG WALKING NATURE WALKS FOOD & DRINK SHOPPING

WENDOVER BRAND LOGO VARIANTS



WENDOVER BRAND LOGO VARIANTS
WITH TAGLINE



WENDOVER BRAND APPLICATIONS



TOTE BAG



COFFEE CUP

WENDOVER BRAND APPLICATIONS

T-SHIRT



FRONT

BACK



This means that Buckinghamshire Council has taken the decision to proceed. The following document outlines some of the key issues for note as background to the implementation decisions on some key areas.

Chiltern Road



General

Original Proposal – Sections of no waiting at any time and residents permit holders only.

This was by far the most objected to part of the plan with concern over decreasing the number of spaces available for residents to park because they do not have driveways. It is very clear from the feedback that they are suggesting the status quo is what is required and that any additional lines would be unacceptable. Multiple residents fed back that residents parking has developed over a number of years to take into account the road access and those with drives.

It should be noted that I walked the route at around 10am and I observed being moved from the existing No Waiting 10-11am zone on Dobbins Lane to driveways on Chiltern Lane. Further it was very clear that an emergency vehicle would struggle to make progress along Chiltern Road at key points. Pavements were obstructed on multiple locations, although many were vans that could have been deliveries. The cars that were parked were largely covered in significant frost, which was an indication that they were not commuter cars.

I drove the routes at 7pm and the parking is best described as intensive, to an extent that I could not find anywhere to park and safely take photographs. However, the very clear instruction in the comments from residents is “please leave well alone”.

Finally, the consultation maps were wrong, and we instructed the RPZ to be rejected unless residents significantly liked the idea. All the proposed double yellow lines of the RPZ were removed, apart from the service road by the Legion Club.

1. Junction of Chiltern Road and Dobbins Lane

There are no changes to be implemented. Photographs show existing double yellow lines on junction approach (Chiltern Rd and Dobbins Lane opposite entrance)



2. Junction with Chiltern Rd and Vicarage Close

There are currently double yellow lines on the splay that extend partly onto Chiltern Rd. When the residents parking was removed it was not replaced with lines. The area opposite the junction was scheduled for parking bays and also has a dropped kerb for access to a residents driveway. This polices itself already. Therefore it has been considered that adding double yellow lines would not be required.





3. Access to road from Chiltern Rd alongside Legion Club

This is the only proposed change and would prevent parking that blocks the road to further properties. There is reference in the residents feedback to this being something we should do.





Perry Street

General

Again the feedback was that most residents felt it was fine and should not be changed. As with Chiltern Road it was very clear that an emergency vehicle would struggle to make. Pavements were obstructed on multiple locations, although a lot of that seemed to be construction. Again, cars that were parked were largely covered in significant frost, which was an indication that they were not commuter cars.





4. Disabled Bay

There is already a current disabled bay, and the proposal improves signage for that.





5. Double yellow lines on junction with Perry St and St Agnes Gate

This is a tight junction and whilst there will be a loss of “parking” spaces it will improve access. It mirrors what is already in place at Vicarage Close.





6 Extension of double yellow lines between St Agnes Close and Dobbins Lane

These are the only significant change on Perry St and would resolve the main commuter parking issues highlighted in the feedback. The comments favour restrictions at the Dobbins Lane end of Perry Street but are opposed to any changes at the Aylesbury road end of the street. Further comments from residents specifically state that at the Dobbins Lane junction it should be a double yellow (no waiting at any time) at that end of the road as per the current implementation plan. The right hand side of the photo is where the current double yellow lines end on the right hand side of the road as you look at it.



Net Loss of Parking

In total this implementation will have no net loss of parking spaces in that the lines are being implemented in spaces where there is no legitimate parking.

In reality this will mean that there will be approximately 4 spaces where cars do park currently that will no longer be available without clear violation of the roadside markings. This includes the effect of changes in adjacent roads.

FINANCIAL CONSIDERATIONS

The implementation costs are covered by a Community Board grant.

LEGAL AND OTHER IMPLICATIONS

These have been discussed at length.

PROPOSAL

The Parish Council is asked to note the report.



Appendix A – Legal Notice

The Buckinghamshire Council (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) Order 2021 (Amendment No. 007) Order 2023

Notice is hereby given that Buckinghamshire Council proposes to make the above-named Order under the Road Traffic Regulation Act 1984. The effect of the Order is to:

Introduce

- Disabled Badge Holder bays, Limited Waiting, No waiting at any time, No waiting, Permit Holder only, No Verge Parking, No Loading.

- At various locations across Wendover.

- At Swains Lane and Highlands, Flackwell Heath.

- At Claremont Gardens and Lock Road, Marlow.

- At various locations across Gerrards Cross.

The effect of these Orders is to introduce or amend parking restrictions, and parking permits in various areas throughout the Buckinghamshire Council Highway Network.

A copy of the decision, together with all supporting documents may be inspected during normal office hours at Buckinghamshire Council, Council Access Plus, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA.

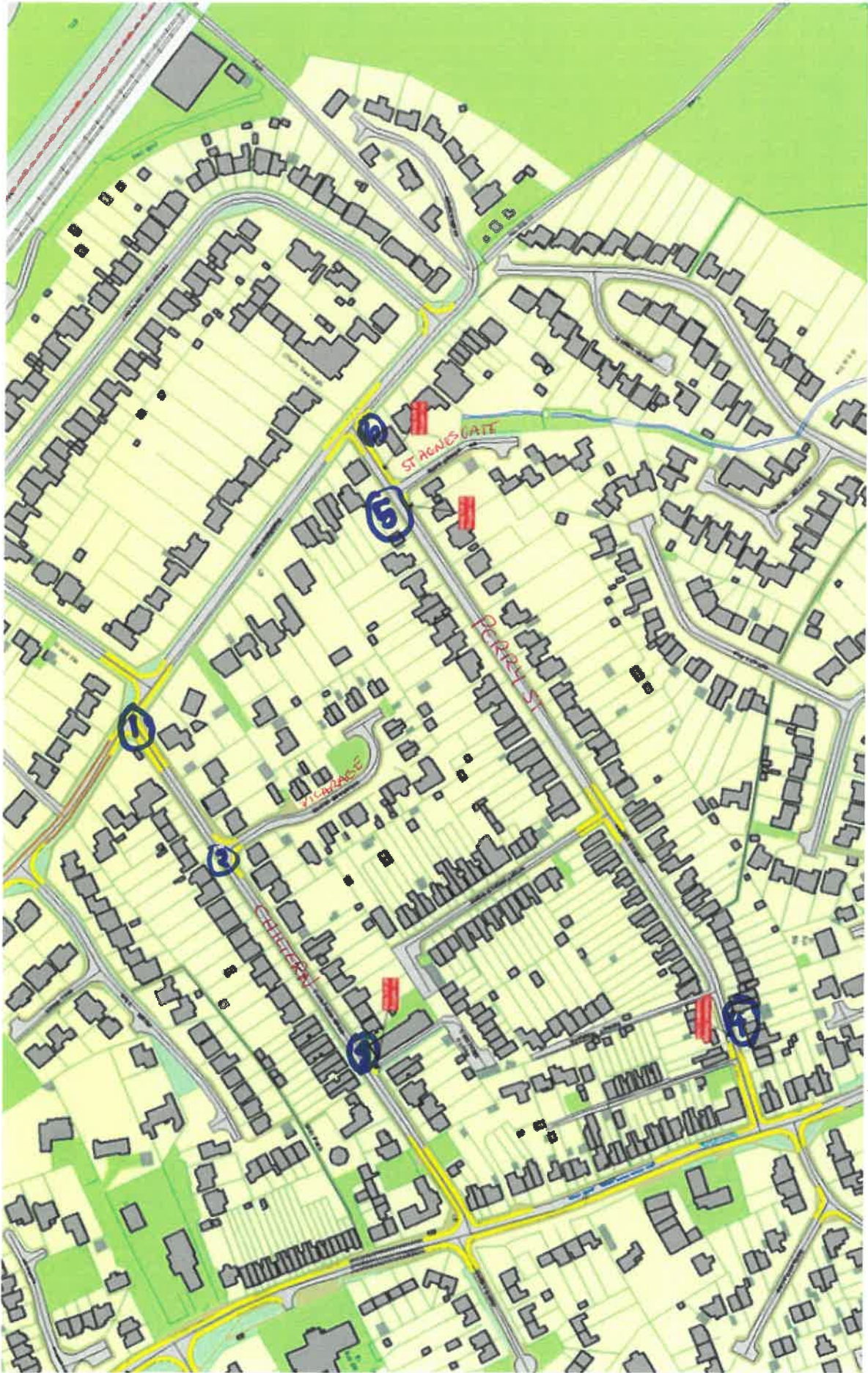
These documents can also be viewed on the Council's website:

<https://yourvoicebucks.citizenspace.com/>

and Search for "Wendover Flackwell Heath and Marlow Parking Review" and "Gerrards Cross Waiting Restrictions Statutory Consultation"

If you wish to question the validity of these Orders, or of any provision contained therein on the grounds that they are not within the powers conferred by the Road Traffic Regulation Act 1984, or on the grounds that any requirement of this Act or of any instrument made under it has not been complied with in relation to these Orders, you may within six weeks from 13th January 2023, by applying to the High Court.

Parking Services, Buckinghamshire Council, Council Access Plus, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA
E-mail: parkingtro@buckinghamshire.gov.uk



Robbins Lane

To Aylesbury

To Clock Tower

2
21

1

5

4

2



ITEM 13b – CORONATION EVENT

BROUGHT BY

Estates and Events Manager

SUMMARY

To consider the options available for an event to mark the coronation and instruct the office to deliver the preferred option for the community.

PARISH COUNCIL BACKGROUND

The Council put more money in the Entertainment and Events budget for 23/24, to cover summer events. As the Kings Coronation is a once in a generation event and we would like to build a community event around that.

BACKGROUND

Proposed community engagement

Window Decoration Competition (shops) – like the Christmas competition, Councillors judging, and a prize/voucher for the winner. Winner announced at the event.

To consider – The winner of the Christmas Window Competition gets a cup, not a monetary prize, as this is a one-off event would this be acceptable.

Crown making competition for under 10s – The children enter with a form to the office, and make the crown at home, they will be judged at the event by Councillors and the winner will be announced there, with a prize/voucher for the winner.

To consider – Some children might not have access to materials to make a crown, we could create crown making kits for the estimated price of £30.00 for stationery and decorations.

The main event

1) Picnic in the Park – like the Jubilee event in 2022.

2) Fete/Picnic in the Park – an event with more community/charity stalls who will provide games like a tombola etc to fundraise. Entertainment, live music, bouncy castle, face painters and balloon artists. Food and drink stalls, BBQ, ice cream van, coffee, street food vans and alcohol, a gin/alcohol supplier or a beer tent like Fun in the Park event.

3) Family fun outdoor cinema – Hire a screen to play a family friendly film, like Paddington (royal connection), residents would bring picnic blankets, camping chairs and food. A few food and drink stalls, popcorn, and candy floss. This option will come at the highest cost, for the cheaper inflatable screen it must be after sunset, for an earlier screening it would need to be an LED screen. If it is held in the early evening/after sunset would we need additional lighting, flood lights for safety.



Dates and timings (supporting information found below)

Saturday 6th May – Day of Coronation, there are no timings confirmed for the Coronation, but it is said to be in the morning and is reported to be a short service.

Option – We hold the event on the Saturday in the afternoon to give residents the option to watch the coronation at home.

EVENT: Saturday 6th May 1pm – 4pm.

Sunday 7th May - The Coronation Big Lunch, overseen and organised by the Big Lunch team at the Eden Project. The Estates and Events Manager has emailed the Eden Project team asking for feedback on holding one big “Big Lunch” for the community and has requested a pack.

Option – We hold the event on the Sunday, to have a Big Lunch event which can be in line with the Picnic in the Park and Fete/Picnic in the Park options.

EVENT: Sunday 7th May 12pm – 4pm

Monday 8th May - The Big Help Out will be held on Monday, 8th May 2023, a bank holiday focused on volunteering.

To consider – would holding the event on Monday (The Big Help Out) take away from the idea of it being a volunteering day, would local groups and charities already be booked up on this day, therefore unable to have a community stall at our event.

EVENT: Monday 8th May 12pm – 4pm

Venue

Witchell Meadow – The office has contact Wendover Cricket Club to confirm the availability of Witchell Meadow – this would be the preferred venue.

Ashbrook Park

Recommendation

To hold the event on Sunday 7th May, 12pm – 4pm at Witchell Meadow (dependant of availability)

FINANCIAL CONSIDERATIONS

Entertainment & Events budget line 4110.
The office is investigating sponsorship options.

LEGAL AND OTHER IMPLICATIONS

The Council has the powers to provide fetes and other events.



PROPOSAL OR UPDATE

To resolve to:

- Agree to a date and option for the Coronation Event and engagement activities.
- Agree to competition prize amounts for engagement activities (2 x £50).
- Delegate the organisation of the event and engagement activities to the office.
- Authorise the office to explore options and confirm the event details after gaining consensus via email.

APPENDIX - Supporting information regarding date of event

The below information comes from - <https://www.royal.uk/coronation-weekend-plans-announced>

Saturday 6th May 2023

The Coronation Service at Westminster Abbey

The Coronation Service will take place on the morning of Saturday, 6th May 2023 at Westminster Abbey. The Coronation is a solemn religious service, as well as an occasion for celebration and pageantry.

Their Majesties The King and The Queen Consort will arrive at Westminster Abbey in procession from Buckingham Palace, known as 'The King's Procession'.

After the Service, Their Majesties will return to Buckingham Palace in a larger ceremonial procession, known as 'The Coronation Procession'. Their Majesties will be joined in this procession by other Members of the Royal Family.

At Buckingham Palace, The King and The Queen Consort, accompanied by Members of the Royal Family, will appear on the balcony to conclude the day's ceremonial events.

Sunday 7th May 2023

The Coronation Big Lunch

Neighbours and communities across the United Kingdom are invited to share food and fun together at Coronation Big Lunches on Sunday 7th May 2023, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.

The Coronation Big Lunch will be overseen and organised by the Big Lunch team at the Eden Project. The Big Lunch is an idea from the Eden Project, made possible by The National Lottery, that brings millions of people together annually to boost community spirit, reduce loneliness and support charities and good causes. Her Majesty The Queen Consort has been Patron of the Big Lunch since 2013.

Thousands of events are expected to take place in every corner of the United Kingdom this May as people take to their streets, gardens, parks and community spaces to join the Coronation celebrations and mark this historic occasion.



Monday 8th May 2023

The Big Help Out

The Big Help Out will be held on Monday, 8th May 2023 and is being organised by The Together Coalition and a wide range of partners such as The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom. The Big Help Out will highlight the positive impact volunteering has on communities across the nation.

In tribute to His Majesty The King's public service, The Big Help Out will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas. The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the Coronation Weekend.



Wendover Parish Council
Financial Year 2022-23

Interim Internal Audit Observations

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have payments been approved as required under Council Financial Regulations?	No	At present Council Minutes record approval of 'the list of payments' but to not specify what payments have been approved (for example by citing a date of total value of payments). The Councils Financial Regulation 5.2 states "...A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised..."	The Council should review how it records approval of payments in order that it is clear which payments have been approved. This may be as an inclusion or attachment to the Minutes as required by the Councils Financial Regulations. Alternatively the Council could record the total value of the payments approved, but this would also require Financial Regulations to be amended to reflect this.	High	The payments to consider do get included in the minutes book and are kept with the relevant meeting minutes. There will be a proposal to also include a grand total of payments considered on the minutes so there is a cross reference and that will be added to the financial regulations.

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are there are controls in place over who can initiate a change of investment? Are these controls being complied with?	No	The Council does not have in place formal controls on who can initiate / change investments. This is delegated to the Clerk who makes and amends deposits through the 'Flagstone' portal and reports this retrospectively to Council.	The Council should have formal controls in place on how investments may be made or changed. This could be by requiring the Clerk to obtain authorisation through email from nominated Councillors prior to any deposits being made. This arrangement should be incorporated in the Councils Investment Policy.	High	The investment policy will be considered at the Finance Committee on 21st Feb which will require the clerk to first run changes to the Flagstone account past nominated councillors - this would make sense if it was the same people who act as bank signatories.

2	Cash income received is promptly received	No	Cash income is not promptly received. Council issues electronic receipts.	The Council to introduce a pre numbered receipt book to record cash income received. Receipts should be issued for all cash income.	High	A receipt book has been purchased and is already in use.
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M *The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	Yes	The Annual Governance Statement and Accounting Statements were approved on 7th June 2022. It was noted that the Announcement Date for the Exercise of Public Rights was 10th June and the Commencement Date was 28th June. Normally the Commencement is the next working day following the Announcement Date and it is unclear why there was a delay between the Announcement Date and Commencement Date (this can be subject to External Audit query).	The Council to note that the Commencement Date for the Exercise of Public Rights should normally be the next working day after the approval of the AGS and Accounting Statements and the publication of the Notice. This should be the practice adopted in future.	High	This is being investigated and we are technically in the regulations. We have acquired a timeframe for this years EPR dates

N The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	<p>The Annual Governance Statement was approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015</p>	<p>Yes</p>	<p>The Annual Governance Statement was not approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015. The Minutes of the meeting of 7th June refer to Council approval of the 'AGAR' and the Annual Governance and Accountability Return. They do not refer to approval of the Annual Governance Statement, which is what is required by Regulation.</p>	<p>The Council to note that the 2022 Minutes do not correctly record Council approvals as required by Regulations. Minutes should not refer to 'the AGAR', they should refer to the specific element that is being approved, in this instance the Annual Governance Statement.</p> <p>The Annual Governance Statement (not the 'AGAR') MUST be approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015</p>	<p>Non Compliance</p>	<p>After discussion with the chair this is not an issue with how and what was discussed, just how it was minuted. This is being resolved at the meeting of Council on 7th Feb 2023</p>
2	<p>The Annual Accounting Statement was approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015</p>	<p>Yes</p>	<p>As with the Annual Governance Statement, the Accounting Statement was not specifically approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015.</p>	<p>The Annual Accounting Statement MUST be approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015</p>	<p>Non Compliance</p>	<p>As above</p>
3	<p>The prior year Annual Governance Statement was approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)</p>	<p>Yes</p>	<p>The Annual Governance Statement was not approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)</p>	<p>See above</p>	<p>Non Compliance</p>	<p>As above</p>

0 (For local councils only)
Trust funds (including charitable) – The council met its responsibilities as a trustee

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Trust income and expenditure has been transacted through a separate bank account in the name of the Trust and has not been recorded in Councils accounts	No	<i>There is income recorded from COIF funds held by Witchell Trust. This is actually a grant received from the Witchell Meadow Charity, an arrangement that dates back to 1993.</i>	Council accounts should record the income received from Witchell Meadow Trust as a grant received, rather than referring to it as COIF interest. (The interest accrues to the Charity which passess in on as a grant to the Council. Each year the Charity should review and confirm the value of grant it has made to the Council.	Medium	<i>This has been rectified in the accounts and there are minutes that show the review and value of the grant to the council</i>

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

7th June 2022

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

Present: Councillors Barnard, Durden-Moore, (Chair) Goodall, Lloyd-Evans, Malleson, Walker, Washington, Williams and Worth.

Clerk: Lynda Baker

Chair: Jo Durden-Moore

Members of Public: 7

1. APOLOGIES FOR ABSENCE

PC22/048 Apologies were received and ACCEPTED from Councillors Ballantine, Bulpett, Gallagher and Standen.

2. DECLARATIONS OF INTEREST

PC22/049 None.

3. MINUTES

Consideration of approval of minutes of the meeting of 3rd May 2022

PC22/050 The minutes were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

PC22/051 A member of the public discussed financial regulations of the Parish Council and referred to a document from approximately 10 years ago which contained perceived good advice for the Council in particular to HMRC and to how, when and where the Parish Council should use VAT. It was **AGREED** that this paperwork would be looked for in the Clock Tower and if required, a review of existing legislation and practices would be held. This would be added as an agenda item to the next Parish Council Finance Meeting.

PC22/052 A resident from Lionel Avenue, thanked both the Parish and Buckinghamshire Council for the progress to date in terms of reducing the numbers of cycleway symbols and whilst some of the remaining symbols are still side by side rather than staggered this was an acceptable improvement. The resident raised concern about the standard of work undertaken by the company contracted by Buckinghamshire Council to undertake the cycle path work including the installation of bollards some of which were initially installed upside down. The resident was also concerned that the company seemed to be in a different part of the UK. It was **AGREED** that the Clerk would correspond with Buckinghamshire Council and appropriate Buckinghamshire Councillors to highlight the resident's concerns and report back.

PC22/053 A resident raised a concern about the funding of the Statutory Parking Review and the fact that in the March meeting 8 Councillors abstained from voting regarding the funding of the project, it was **AGREED** that the Clerk / Deputy Clerk would research and speak to the Chair regarding this and report back. (The Parking Review was also discussed as a separate agenda item later in the meeting).

PC22/054 A resident asked about the results of the recent Parish Council HS2 Survey. It was **AGREED** that a copy of the results would be sent by email to the resident. The results are currently with the HS2 Working Group and will be put onto the Parish Council website and an article will be prepared for Wendover News including a link to the survey findings. Another resident commented that the train images on the parish website impeded easy access to the information. It was **AGREED** that Parish Office would review the dimensions of the images or ensure that no train images were used for HS2 updates on the website

PC22/055 A resident commented on the letter the Parish Council sent to the residents of Vinetrees dated 9th May 2022 including a different map being used and that the situation regarding the parking review was still unclear. (The Parking Review was also discussed as a separate agenda item later in the meeting). The resident also commented regarding the Buckinghamshire Council proposed changes at Wendover Community Library. This was **NOTED**. This situation is ongoing, and the Parish Council is in communication with both Buckinghamshire Council and the Friends of Wendover Library.

PC22/056 A resident raised concerns about the Aims and Objectives of the Parking Consultation and raised a concern about the fact that in a previous meeting 8 Councillors abstained from voting. This was **NOTED**.

PC22/057 A resident thanked the Parish Council for hosting The Jubilee Event held on The Witchell on 02/06/2022. They requested for other similar events to be considered in the future. It was **AGREED** that The Clock Tower Team and The Grounds Team should be thanked for all their efforts.

4. CHAIR'S ANNOUNCEMENTS

PC22/058 In relation to the comment P22/057 above, it was **AGREED** that all the Team at The Clock Tower and The Grounds Team should be thanked for all their efforts. *Thanks were given to the residents of Dobbins Lane for supplying the meeting with Jubilee Cup Cakes.*

5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

PC22/ 059 Apologies were received from Councillor Peter Strachan. Cllr. Steve Bowles reported that it was early into Buckinghamshire Council's new financial year. Cllr. Bowles advised that both he and Cllr. Richard Newcombe are keeping their existing portfolios but that Cllr. Strachan has moved to Planning and Regeneration Portfolio. Cllr. Richard Newcombe advised that the Community Board was setting its budget priorities for the year 2022/23, and that the fund will not be as high this year as in previous years. Cllr. Newcombe also advised that there is a webcast presentation (March 2002) mentioning Libraries on the Buckinghamshire Council website.

6. CLERKS REPORT

PC22/060 The Clerks Report was taken as read.

7. REPORTS FROM OUTSIDE BODIES

PC22/061 Wendover and Villages Community Board: The Community Board Budget Overview was **NOTED**. Regarding the Community Board, Buckinghamshire Councillor Richard Newcombe explained the workings of the funding of the Community Board in the previous 2 years to this current financial year. and It was **NOTED** that the Clerk has a meeting later in June with Communities Board Michelle Parker to seek background information and to discuss the application process for this current financial year. A Councillor requested a list of what funding was not agreed. This is **NOTED** for the Clerk to Investigate with the Administrator of the Community Board and to report back.

PC22/062 Climate Action Wendover (CLAW): CLAW are waiting on actions pending from the Parish Council Eco Report Review by the 5 Year Plan Working Group (this was discussed later in the meeting).

8. CORRESPONDENCE

PC22/063 There was no correspondence to consider as this had been included elsewhere in the agenda and accompanying pack.

9. FINANCE & FINANCE COMMITTEE

- a) **PC22/064** To consider the list of payments and sign cheques:
It was **RESOLVED** to accept the list of payments; the invoices were duly signed. BACS payments would be made the next working day.
- b) **PC22/065** The April 2022 I&E, EMR and balance sheet was **NOTED**. (The timing of the Platinum Jubilee Bank Holidays has delayed May reporting).
- c) **PC22/066** The draft minutes of the Finance Meeting on 17th May 2022 were **NOTED**. It was **NOTED** that the Committee had reviewed the internal audit and that a recommendation would be discussed with the newly appointed Auditor.
- d) **PC22/067** To consider recommendations from the Finance Committee (Appendix 1)
(Appendix 1 The Finance Committee would like to RECOMMEND to the Full Council at its June Meeting to reduce the Clock Tower Wall EMR from £25K to £10K to improve the general reserve position). After discussion this was **PROPOSED** by Councillor Robert Goodall and **SECONDED** by Councillor Stephen Worth. 7 Councillors agreed and this is therefore **RECOMMENDED**. (Under exceptional circumstances two members of the public were allowed to comment at this point - One person recommended that we continue dialogue with the present company who are felt to be knowledgeable, and whom are obtaining findings and quotations on the Parish Councils behalf. The other member of the public recommended managing the spend).

10. PLANNING COMMITTEE

To note draft minutes of the meeting on 17th May 2022

PC22/068 The draft minutes were **NOTED**.

12. OTHER MATTERS

(a) HS2 Working Group

(i) To receive an update on any matters relating to HS2 & the HS2 Working Group.

PC22/069 The meeting notes from the Working Group Meeting held on 12th May 2022 were acknowledged. Cllr Ruth Malleon enquired about Mr Murray Cooke joining the Parish Council HS2 Working Group as an additional member of the public to use his mitigation skills. Cllr Julie Lloyd-Evans responded that this had not been resolved at this time and is to be discussed at the next Working Group meeting.

A member of the public was allowed by the Chair to speak and noted that The Parish Council HS2 Working Group and the other Wendover HS2 Mitigation Group appeared to be now completely aligned in terms of their remits. Another member of the public warned about a possible increase in the number of lorries using local roads and cited possible daily increased lorry movements in the Euston area and that this was a situation to watch. A member of the WPC HS2 Working Group advised that also a careful watch needs to be placed upon news around the Water Framework Agreement *Schedule 33* regarding the Aquifer and The Environment Agency and HS2. Also further *Schedule 17* documents were due to be released but these appear to have been delayed until later in the summer.

ii) The response to the letter from sent by Clive Maxwell has been drafted but there was uncertainty as to whether it had been sent. It was **NOTED** the Clerk should obtain a status update regarding this response

letter. (Since the meeting it has been established that this letter has not yet been sent as further drafting is required and alignment with the WG).

(iii) To review the Terms of Reference for the Working Group

PC22/070 It was **AGREED** that the Working Groups aim should be 'To maintain pressure on HS2 to ensure they met their obligations / responsibilities under the Hybrid Bill' and that in section 6. Responsibilities the word 'Parish' should be added after Wendover. It was **NOTED** that the Clerk would action this.

b) Open Spaces Working Group

i) To receive an update and consider any recommendations from the Open Spaces working group.

PC22/071 This was deferred until the Parish Council Meeting on 5th July 2022.

ii) To review the terms of reference for the Open Spaces working group.

PC22/ 072 This was deferred until the Parish Council Meeting on 5th July 2022.

iii) To receive an update on the Haddington Close Playpark.

PC22/ 073 It was advised that legal documents relating to the playpark had moved on and that two Councillors had signed some paperwork relating to the sub-underlease for a term of 10 years, this was queried by Councillor Ruth Malleson, who also asked why the equipment chosen was not all wood, making it more environmentally friendly. Councillors were also advised that we had not seen any planning application yet for the 5-metre-high structure. It was **REQUESTED** that the Clerk takes the following **ACTION**:

- a) Obtain an update from MOD/ DC Kaye (our Solicitors).
- b) Review the situation regarding the sub-underlease and update Council.
- c) Check on status of planning application.
- d) Review project timelines.
- e) Check costs of play equipment selected versus cost in wood

Subject to this meeting it has been made clear that the actual lease itself is NOT signed and that was a miscommunication. A complete review of the status of Haddington Close Playpark would take place at the next Full Council meeting.

c) 5 Year Working Group

i) To receive an update and consider any recommendations.

PC22/074 An update was received from Councillor Jo Durden-Moore

ii) To review the terms of reference for the 5-Year working group.

PC22/075 These were reviewed and **AGREED**.

iii) To receive an update on the Manor Waste consultation and consider any actions.

PC22/076 Councillor Durden-Moore gave an update on the proposals for Manor Waste. The Manor Waste legal status was discussed, and 2 members of the public spoke at the Chair's request to share some very useful knowledge going back through the years. The Chair **THANKED** these members of the public for their input and Mr Tom Walsh for his co-operation and input to the proposals to date. The proposed use of the space was discussed including lighting and trees in pots. It was **AGREED** that the criteria for the market should be agreed as supplied and to be created into a policy document. Councillor Malleson was tasked with contacting the Open Spaces Society to gain further insight as to what is permitted on 'common land'. It was **AGREED** by all Councillors that further research work needs to be undertaken by the 5 Year Working Group around the lease and that Council should be updated at the next meeting. Depending on the outcome, it was suggested that a fuller consultation with the public should be undertaken e.g. by taking a WPC stand at the Monthly Produce Market and having an exhibition in the library. Other Wendover Groups e.g. The Wendover Society, Rotary, U3A, Schools, Youth Club etc. should also be approached in a formal capacity in the next round of consultations

iv) PC22/077 It was also **AGREED** that in the coming weeks The Clerk will obtain contact information of the Market Stall Holders from the Market Manager, so the Clock Tower has this information on record in case the Market Manager becomes unavailable.

v) To agree proposed Ward areas for Councillors.

PC22/ 078 The proposed Ward areas were agreed unanimously so this item is **RESOLVED**. The Clerk is to ensure these are **UPDATED** on the Council website as applicable.

vi) To receive recommendations on the outcomes from the recent Eco-Audit.

PC22 /079 It was agreed that the Eco-Audit would be Reviewed by the Working Group and to report back with short, medium and long-term recommendations at the next Full Council meeting.

(d) Speeding & Noise Working Group

i) To receive an update and consider any recommendations.

PC22/080 The update was received.

i) To review the terms of reference for the Noise and Speed Working group.

PC22/081 The Terms of Reference were reviewed, and the Working Group proposes to change its name to make it more relevant. It is now to be known as the Transport Working Group and this and the Terms of Reference were **UNANIMOUSLY AGREED**.

iii) To consider applying for a bypass speed camera via the HS2 Safety Fund.

PC22/082 It was **AGREED** that an application for funding should once again be made to the HS2 Fund which WPC approached before. This is especially considering Buckinghamshire Council's change in stance re speed cameras. This was proposed by Councillor Julie Lloyd-Evans and seconded by Councillor Ruth Malleson. The Clerk is to **ENSURE** the next steps are actioned.

(e) Annual Return 2021/2022

To inspect and approve the Statement of Accounts for 2021-2022, the Annual Governance Statement and sign the Annual Return.

PC22/083 The Deputy Clerk presented the **Annual Governance and Accountability Return** this included the signed statement from the Internal auditor. When referencing the Governance Statement, the Deputy Clerk explained why box 4 had been completed as 'no', it was confirmed that an error was made the previous year with the elector's rights. The ten-day period of 1st July to 10th July had been accounted for, however the 30 day period was not based on working days. An overview was also provided in terms of the variances between 2020/21 and 2021/22. **The council considered each of the returns:**

Annual Governance Statement 2021/2022

To review and approve the Annual Governance statement 2021/2022 - Section 1 of the Annual Governance and Accountability Return (AGAR).

It was **RESOLVED** to approve the Annual Governance Statement 2021/2022, Section 1 of the Annual Governance and Accountability Return

Statement of Accounts 2021/2022

To review and approve the statement of accounts 2021/2022 - Section 2 of the Annual Governance and Accountability Return (AGAR)

It was **RESOLVED** to approve Statement of Accounts 2021/2022, Section 2 of the Annual Governance and Accountability Return

The Deputy Clerk confirmed that the elector's rights period would commence from Tuesday 28th June through to Monday 8th August 2022.

(f) Standing Orders 2022.

PC22/084 The proposed changes to the Standing Orders were **UNANIMOUSLY AGREED**. The Clerk should **ACTION** these changes.

(g) Parking Consultation

i) Parking Consultation Update

PC22/085 An update on the Parking Consultation was received. Comments about the different maps regarding Vinetrees were **NOTED** and that the Council was awaiting an updated map from Bucks Council.

The Clerk has been in contact with John Pateman at Buckinghamshire Council to ensure an update was forthcoming for the next Parish Council Meeting on 5th July 2022.

ii) County Wide Public Consultation

PC22/086 The Countywide Public Consultation which closes on 21st June 2022 was highlighted.

PC22/087 Time approached 09.30 p.m. Councillors discussed the time and Council **VOTED** to continue with the meeting beyond the 2 hours per Standing Orders.

(h) Wendover Community Library

To receive an update on the staffing re-structure and extension.

PC22/088 The information provided in the pack was **NOTED**. The Clerk is hoping to meet with Friends of Wendover Library (FOWL) in early July.

(i) Event Reviews

i) The Annual Parish Meeting

PC22/089 This was held in April at The Chiltern Academy. It was **NOTED** that the Council thanked Mr Paul Coffey at the Chiltern Academy for hosting the event and for being the guest speaker. It was **NOTED** that The Clerk will send a note of thanks to Mr Coffey. It was also **NOTED** that the Council wish to thank both the Clock Tower Team and the Grounds Team for helping to arrange and then attend the meeting.

ii) The Platinum Jubilee Picnic Event

The Chair thanked all The Clock Tower Team, The Grounds Team, Councillor Sheila Bulpett and Councillor Stephen Worth for their input into ensuring this was such a successful event. It was **NOTED** that feedback about the event had been extremely positive. To consider closing the Project Status Report - This item to agree costs and close the Project Status Report (PSR) is **MOVED** to the meeting agenda on 05/07/2022.

(j) Councillors Communication

i) Emails

PC22/ 090 Councillors **AGREED** that they will check their Parish email addresses of a minimum of twice per week (e.g. Monday and Thursday).

ii) WhatsApp Group

PC22/ 091 Councillors **AGREED** that they are willing for their mobile phone numbers to be part of a 'Full Council Text Contact Group' so the Parish Office may relay urgent information to them all at any one time. (This agreement is sought because although the office has everyone's mobile numbers, it means sharing phone number information with all participants, and agreement to this is required). This WhatsApp Group will only be used as an instruction to urgently read an email and will be controlled by The Clerk. It is not for the purpose of Chat.

13. DATES OF FUTURE MEETINGS

P22/092 To note the next Parish Council meeting Tuesday 5th July 2022, 7.30 p.m. at the **MS Chiltern Centre**.

14. 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.

PC22/093 The Council moved into closed session to be updated on the complaint regarding the HS2 Working Group. The hearing relating to this complaint is on Tuesday 14th June 2022 at 7.00 p.m. at Wendover Community Library.

15. CLOSURE OF MEETING

PC22/094 As all business was transacted the meeting was closed at 9.50 p.m.

Signed by *Sheila Bulpett*

Chair to the Parish Council

Date Tuesday 21st June 2022.

WENDOVER PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting

15th June 2021 at 7.30pm

Meeting held at St Anne's Hall

Present: Councillor Ballantine, Worth, Bulpett, Durden Moore, Standen, Washington, Malleson, Gallagher, Lloyd-Evans, Walker, Williams.

Clerk: Louise Hayday

Chairman: Sheila Bulpett

Members of Public: 0

1. APOLOGIES FOR ABSENCE

PC21/074 None

2. DECLARATIONS OF INTEREST

PC21/075 None

3. CHAIRMAN'S ANNOUNCEMENTS

PC21/076 Cllr Bulpett presented the case for instructing Michael Byng to give an update on costings due to HS2 Ltd scheme cost escalation against relatively static Mined Tunnel scheme costs, this report was time sensitive due to the date of the Public Accounts Committee meeting. The council **RESOLVED** to approve the spend of up to £6000 from the general reserve and to instruct M Byng to conduct the report.

4. MINUTES

Consideration of approval of minutes of the meeting of 1st June 2021

PC21/077 The minutes were **RESOLVED** as a true record and signed by the chairman.

5. PUBLIC PARTICIPATION

PC21/078 None

6. INTERNAL AUDIT

PC21/079 The Council considered the final 2020-2021 internal audit report, noting no further recommendations had been made. The Council **RESOLVED** to approve the internal audit report. The Deputy Clerk was thanks for their hard work in achieving such a good result.

7. ANNUAL RETURN

PC21/080 The council considered the Annual Governance and Accountability Return **The council considered each of the returns:**

Annual Governance Statement 2020/2021

To review and approve the Annual Governance statement 2020/2021 - Section 1 of the Annual Governance and Accountability Return (AGAR).

It was **RESOLVED** to approve the Annual Governance Statement 2020/2021, Section 1 of the Annual Governance and Accountability Return

Statement of Accounts 2020/2021

To review and approve the statement of accounts 2020/2021 - Section 2 of the Annual Governance and Accountability Return (AGAR)

It was **RESOLVED** to approve Statement of Accounts 2020/2021, Section 2 of the Annual Governance and Accountability Return

8. DATES OF FUTURE MEETINGS

PC21/081 The next Parish Council meeting is scheduled to take place on 6th July 2021.

9. CLOSURE OF MEETING

PC21/082 The meeting closed at 7.50pm

Signed by *S. Bulpett*

Chairman to the Parish Council

Date: 06/07/2021



ITEM 13ciii – FINANCIAL ASSISTANCE TO THE CHURCH

BROUGHT BY

Clerk

SUMMARY OF MOTION

- To note that the internal auditor highlighted an issue with Parish Councils making grants to Churches and under what legal basis they do so.
- To note the current legal advice
- To resolve to continue to make payments to the upkeep of the Churchyard but consider each grant request for other funds against the legal advice.

PARISH COUNCIL BACKGROUND

Parish council makes a grant to the upkeep of the churchyard at St Marys and also makes other grants available to churches for their upkeep and on specific projects.

DETAILS

Advice on Financial Assistance to the Church (first issued by National Association of Local Councils – NALC in 2018 and shown in the Appendices) was highlighted. The document outlines that S6(1)(a) of the Local Government Act 1894 transferred powers from the vestry and churchwardens to newly formed parish Councils “except so far as relates to the affairs of the church or to ecclesiastical charities”.

Further sections make it clear that Parish Councils should not be contributing to works or improvement in the Church. This prohibition relates to the nature of the property concerned and not to the use to which it will be put – so this would prohibit (for example) making a church hall suitable for meetings of the guides and scouts as the hall is church property.

Later legislation seems to override that act. But legal views differ on the interpretation of an act of Parliament. There is no current case law to resolve the issue of whether the 1894 act restrictions override the provisions in later acts.

We currently provide the following assistance:

- A £7k grant for the upkeep of the churchyard.
- Grants for equipment and maintenance of the church and church hall.

For the cemetery - we are not considered a burial authority but would be solely responsible if the churchyard was no longer in use.

Given the advice in the Appendix this could potentially mean that making the payments we have done to the churches may not be legally valid.

For Council I think there are two specific areas to consider:

- Grant for the churchyard
- Grants for equipment for the church or maintenance to church property



Grant for the churchyard

Technically the original advice is still current, later advice from NALC outlines the following points:

- Most councils make expenditure of this nature and have not been challenged.
- Section 214 (1) of the Local Government Act 1972 states the authorities that shall be burial authorities for the purposes of the 1972 Act and other named Acts. Parish councils are included. Section 214 (2) of the 1972 Act provides that burial authorities may provide and maintain cemeteries whether in or outside their area.
- Nobody has been prosecuted for spending money on cemetery/churchyard upkeep although this does mean there is no case law on whether the 1894 Act trumps later acts.
- There is also the Local Authority Cemeteries Order 1977 which also gives the Parish Council the specific power to contribute towards the maintenance of cemeteries, which would be the power that NALC are advising we use.
- There are many later statutory powers that clearly intend to allow Parish Councils to make expenditure to keep up cemeteries and churchyards.
- Churchyards are a community asset and whilst they are church property they are also “public property”.
- Should the churchyard no longer be in use it would devolve to us to look after and so it is financially prudent to support its upkeep.

Therefore I would advise Council that this grant is a legitimate expenditure of Parish Council money and in line with our powers. This risk of challenge is always there but it is low, and we would attract support from organisations such as NALC if it came.

Grants for equipment for the church or maintenance to church property

Again most of the points as for the churchyards are still valid.

- Most councils make expenditure of this nature and have not been challenged.
- Nobody has been prosecuted for spending money on church maintenance although this does mean there is no case law on whether the 1894 Act trumps later acts.
- There are many later statutory powers that clearly intend to allow Parish Councils to make expenditure – S137 and General Power of Competence being the most obvious.
- Most of our grants are for the community outreach work of the church and not exclusively for the church’s religious purpose or services, although they do get used for that purpose.

Unlike churchyards, NALC and our internal auditor report that there are examples of Parish Councils rejecting funding bids for equipment or church maintenance as it has no clear power to call upon to do so. The 1894 act is also cited in their 2022 Local Council Powers briefing with reference to preventing a council from spending money on property relating to affairs of the church.

Whilst the risk of challenge is still small it is significant enough to review how we treat grants for projects in the church. I would advise that each grant be considered on its merits and if it is solely for community benefit and not for use in church services or church activities. If it would be used for religious activities the Parish Council should refer to the 1894 Act and reject the application.



FINANCIAL CONSIDERATIONS

This would limit making grants to the Church.

LEGAL AND OTHER IMPLICATIONS

These are discussed in the main proposal.

PROPOSAL

- The Parish Council is asked to note the report and the legal advice.
- The Parish Council is asked to consider and approve the guidance on making grants to the church given in this paper. For clarity this would allow the maintenance of the churchyard but other grants would be considered how they would be used and may reject most proposals.
- The Parish Council files this paper with the financial regulations as guidance.



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
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Market Protocol

Local Produce Market – 3rd Saturday of each month

Admin/Protocols Prior to LPM

- Wednesdays before the Local Produce Market, the admin assistant will send the book list to the Market Manager, advising her of which stalls will be attending (including Charity Pitches).
- If a charity is attending, contact will be made to re-confirm the protocols and to ensure their Public Insurance is on file.
- The Book List gives the Market Manager time to adequately plan where the stalls will be pitched on Manor Waste based on the number attending.
- The grounds team unlock the bollards on Wednesday for the Thursday market, and they are left down for the Local Produce Market on Saturday.
- The market is advertised via Facebook.

On the Day

- The Market Manager is the first to turn up on Manor Waste between 8am and 8.15am and allocates the pitches as traders arrive.
- Other businesses who have agreements with the Parish Council to use Manor Waste must not set up until all the market traders are in situ, normally by 10:00am. Any issues/conflicts must be reported to the Clerk immediately.
- If any problems are encountered the Market Manager has the WPC staff mobile number so can contact him/her direct.

- All vehicles vacate Manor Waste before the market starts at 10am.
- All stall holders park their vehicles in the Witchell Car Park, off South Street.
- Around 10.30am Wendover Parish Council attends the market to collect the pitch fees.
- All attendees are marked off in the Market Book, the pitch fees are collected, the invoice is handed over and the following months attendance is confirmed by the stall holder.
- WPC Staff goes back to the Clock Tower and counts the money taken from the stall holders, it is left in in the CT for the RFO to cross check against the Market Book.
- Stall holders are not permitted to pack up and leave the market before 1pm. Stall holders must leave Manor Waste clean and tidy and remove all waste.

Admin after Market

- Upon arrival on Monday to the CT, after the LPM, the RFO will double check the cash taken at the market and counter signs the Market Book.
- The cash is then deposited into the Lloyds account via the Post office.

Weekly Market – Every Thursday

- The Clerk is the main point of contact for all issues relating to the Thursday Market.
- The Clerk will liaise with the Market Manager on all issues relating to the Thursday Market and through him liaise with the individual stall holders.
- Major concerns unresolved by the Clerk and Market Manager will be presented to the Council for consideration.
- The Clerk is responsible for presenting the Monthly Market invoice to the Market Manager and ensuring it is paid within 30 days of issue.
- The Clerk, or in his absence the Deputy Clerk, will visit the Market every Thursday to ensure:
 - The Market is compliant with the Manor Waste protocol.
 - Temporary arrangements are being adhered to i.e., COVID-19 sanitisation points.
 - All trader vehicles are removed from the Manor Waste once unloading and loading is completed.
 - The Market Manager is content with the current arrangements.

- Manor Waste is left clean and tidy with all waste removed.

Document History

Approved and Adopted by Parish Council on	02/03/2021	(version 1)
Next review due on	02/03/2023	



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Children and Vulnerable Adults Protection

Introduction

The Parish Council believes that children, young people and vulnerable adults have the right to be safe in the services provided for them and the activities they choose to participate in.

The Parish Council believes all children, young people and vulnerable adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity and to be treated with dignity and respect.

The Parish Council believes that all children, young people and vulnerable adults irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection.

Child/Young People and Vulnerable Adults Protection Statement

This Parish Council endeavours that all children, young people and vulnerable adults are protected and kept safe from harm as much as possible whilst engaged in services organised and provided by the Parish Council. This Parish Council will also safeguard the welfare of children, young people and vulnerable adults who use the Parish Council's services or who attend activities within its venues, by endeavouring to protect them from abuse.

This Parish Council recognises its responsibilities under the terms of the Children Act 2004, and The Care Act 2014 and other relevant legislation to make arrangements for ensuring that its functions are discharged having regard to the need to safeguard and promote the welfare of children, young people and vulnerable adults.

The policy affects every elected member, staff member, volunteer and anyone working on behalf of and/or representing the Parish Council.

Definitions

- The term children or young person is used to refer to anyone under the age of 18 years.
- The term parent is used as a generic term to represent anyone with legal parental responsibility.



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- A vulnerable adult is a person “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of himself or herself or unable to protect him or herself against significant harm or exploitation.

Aims of the Policy

Wendover Parish Council accepts the moral and legal responsibility to implement procedures, provide a duty of care for children, young people and vulnerable adults, safeguard their wellbeing and protect them when they are engaged in services organised and provided by the Parish Council or when they come into contact with Parish Council staff, those on work experience, elected members and volunteers.

The Parish Council aims to do this by:

- Raising an awareness throughout the Parish Council and beyond of the statutory “duty of care” relating to children, young people and vulnerable adults and actively encourage good practice amongst all staff, elected members and volunteers.
- Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults.
- Listening to children, young people and vulnerable adults, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, elected members and volunteers who work with children, young people and vulnerable adults to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse, and themselves against false allegations. Staff and volunteers who work with children, young people and vulnerable adults will be subject to the appropriate level Disclosure and Barring Service check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by this policy and guidelines.

Use of Contractors

This Council and its staff, elected members and volunteers should take care that contractors



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doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children and young people, should have a similarly robust Child Protection Policy/Care Policy, or failing this, must comply with the terms of this policy. Contractors will be monitored by the Officer of the Parish Council responsible for the contract.

Procedures

These procedures inform staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child, young adult or vulnerable adults abuse.

Responding To Concerns and Allegations

- It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. It is not the place of any Officer of the Parish Council to investigate allegations. However, staff, elected members and volunteers do have a duty of care to the child, young person or vulnerable adult which means they must report any suspicions they may have.
- It is the duty of any member, or council employee or volunteer to report any concerns about a child, young person or vulnerable adult being subject to abuse, receive a disclosure or are aware of Members, or colleagues behaving in an inappropriate manner. All reports should be treated as confidential and with respect to the person raising the concern regardless of the outcome.

In general there are 3 situations that staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

1. Responding to a child, young person or vulnerable adult disclosing abuse, i.e. they make an allegation of abuse.
2. Responding to allegations or concerns about a member of staff, elected member or volunteer from your own observation or due to a complaint.
3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user.

In the event of an incident record in writing all the details that you are aware of and what was said using the child, young person's, vulnerable adults own words, immediately. In your record you should include the following:



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- The date and time
- The child, young person's or vulnerable adults name, address and date of birth
- The nature of the allegation
- Your observations – a description of the child, young person's or vulnerable adults behaviour, physical and emotional state and any visible injuries.
- Exactly what the child, young person or vulnerable adult said and what you said. Record the child, young person's account of what has happened as closely as possible.
- Sign and date what you have recorded.

Do not ask questions, other than the child, young person's or vulnerable adults name, address and date of birth.

Reassure the child, young person or vulnerable adult that they have done the right thing in telling you.

Contact local Social Services or the Police without delay and follow their guidance.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only this is usually Social Services or the Police. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child, young person or vulnerable adult, their family, those who are the subject of allegations and any child, young person or vulnerable adult protection investigations that may follow.

Informing the parents/carer of a child, young person or vulnerable adult of concerns you may have should be dealt with by Social Services. You must not inform parents/carers if they are the subject of the allegation.

Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done by Social Services and the Police. It is important that the timing of this does not prejudice the investigation; therefore, confidentiality is of the utmost importance.

Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). If enquiries arise from the public or any branch of the media, it is vital that all staff, elected members and volunteers are briefed to not make any comments regarding the situation.



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Photography

Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos within Parish Council services and at events or activities which involve children, young people and vulnerable adults. Consent must be sought from parents/carers when cameras and other image recorders are used to picture children, young people and vulnerable adults.

- Do not allow unsupervised access to children, young people or vulnerable adults or one to one photographic sessions.
- Do not allow photographic sessions outside the activities or services, or at a child's, young person's or vulnerable adults home.
- The child, young person or vulnerable adult should be happy with having their picture taken.
- Parents/Carers must be informed that photographs of their child, young person or vulnerable adult may be taken during Parish Council services, activities or events, and signed parental/carers consent needs to be obtained agreeing to this. This must include information about how and where these photographs will be used.
- The names of children, young people or vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child or young person's parent or carer.

Sources of Information / Support

Buckinghamshire Council for Children

T: 0845 4600001
T: 01296 383962

Adult Safeguarding Team

T: 01296 383204
T: 0800 137915

Document History

Drafted by Parish Clerk	07/09/2016	(version 1)
Review Staffing Committee	12/09/2016	(version 1)
Draft to Parish Council for Debate	03/10/2016	(version 2)
Approved	03/10/2016	(version 2)
Reviewed by Parish Council	04/09/2018	(version 3)



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Reviewed by Parish Council

01/09/2020

(version 4)

Next Review

01/09/2022



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Co-Option Procedure

A policy setting out the procedure for co-opting to a casual vacancy following an election process

Introduction

If no request for an election is received by Buckinghamshire Council by the date on the Notice of Vacancy, Wendover Parish Council will be advised that it may fill the vacancy. Co-option is the process by which the Parish Council selects a new Councillor, and it is done as an agenda item within a monthly Parish Council meeting.

The Parish Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below:

Procedure

1. Wendover Parish Council invites interested candidates to write to the Clerk. The letters received are circulated to Councillors ahead of the meeting at which a Parish Councillor is to be co-opted. These letters form part of the meeting pack which Councillors receive for every Parish Council meeting.
2. At the Parish Council meeting candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allocated a maximum of three minutes.
3. If a candidate cannot attend the meeting of the parish council where candidates are considered for co-option, they will forfeit the chance to be co-opted until a new vacancy arises.
4. The Chairman will request the Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
5. Councillors will have one vote per vacancy to be discussed and voted on in a confidential session. Once the Clerk has calculated the result the public will be invited back into the meeting and the result will be announced by the Chairman. The successful candidate will be informed in writing.
6. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
7. The successful candidate is then declared co-opted to the Parish Council and will be asked to sign a declaration of acceptance of office and declare pecuniary interests before the next meeting of the



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Parish Council. Any candidates that have left the meeting will be informed the following day and invited to sign the documents at the Clerk's office.

8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.

Document History

Drafted by Parish Clerk	07/09/2016	(version 1)
Review Staffing Committee	07/09/2016	(version 1)
Draft to Parish Council for Debate	03/10/2016	(version 2)
Approved	03/10/2016	(version 2)
Reviewed by Parish Council	04/09/2018	(version 3)
Reviewed by Parish Council	01/09/2020	(version 4)
Next Review	01/09/2022	