

# WENDOVER PARISH COUNCIL

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## Minutes of the Parish Council Meeting

2<sup>nd</sup> May 2023 at 7:00pm

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

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**Present:** Councillors Ballantine, Gallagher, Goodall, Standen, Walker, Washington, Williams and Worth.

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

**Absent:** Councillor Lloyd-Evans

**Clerk:** Andy Smith

**Chair:** Cllr Williams

**Members of Public:**

### 1. ELECTION OF CHAIR

**PC23/001** Cllr Williams was proposed and ELECTED unanimously

### 2. ELECTION OF VICE CHAIR

**PC23/002** Cllr Gallagher was proposed and ELECTED unanimously

### 3. APOLOGIES FOR ABSENCE

**PC23/003** Apologies were received and **ACCEPTED** from Cllr Thornton and apologies for being late were **ACCEPTED** from Cllr Gallagher.

### 4. DECLARATIONS OF INTEREST

**PC23/004** None were declared

### 5. MINUTES

**PC23/005** The minutes of the Parish Council of 4<sup>th</sup> April 2023 were considered and a minor amendment made and initialled by the chair. They were **RESOLVED** as a true record and signed by the Chair.

### 6. PUBLIC PARTICIPATION

**PC23/006** A member of the public outlined the need to get people involved with the work of the Council. They had made comments in the consultation on the Manor Waste and wanted reassurance that nothing would proceed without engaging with the Thursday market. It was suggested that you can read the consultation questions in different ways. The member of the public suggested that the rights on the Thursday Market should be permanent. It has been successful, and we don't want to change success. Any changes should be discussed with the public and it would be of benefit to the council to do that.

The member of public continues that they wanted to raise an issue about who to speak to on the council as had been told in the past that he couldn't speak to councillor. This issue had been brought to the attention of Council in the Clerks report. It was noted by the Clerk that sometimes it is better to talk to the Clerk as normally they can direct the issue to the right place more effectively, but people are welcome to talk to anyone on Council who they feel

comfortable talking to. It was further noted by the Clerk that the Council email addresses were being added to the website as an additional way to get in touch.

The member of public was thanked for their contribution

## 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

- PC23/007**
- Top of the agenda is pot holes, trying to get on top of the pot holes, the rain and cold were particularly bad this year so trying to get through the backlog.
  - There is a new contract and Highways Bucks is now in existence.
  - Asked for the priority potholes from Parish and they are going to help with the prioritisation. The repairs have been ordered for the library road
  - HS2 have had written questions about the aquafer and other current issues and they have now replied.
  - Bucks Council were aware of the contentious application for the planning permission of Coombe Lodge change of use and they reassured that Bucks Council will give it the proper scrutiny.
  - The Parish Councillors asked about S106 money for those developments and Cllr Strachan stated that the development was still at a very early stage but invited the council to communicate via email.

## 8. CLERKS REPORT & CORRESPONDENCE

- PC23/008** The report was noted.

## 9. FINANCE AND PAYMENTS

- a) **PC23/009** The payments to consider, totalling £7,924.45, were **RESOLVED** and signed.
- b) **PC23/010** The financial reports were noted. It was further noted that the internal audit was completed on Friday 28<sup>th</sup> April with no concerns for the AGAR. The Council will have a small budget surplus for this financial year in line with expectations.
- c) **PC23/011** The assets that were acquired and disposed of over the year were noted. It was further noted that an audit of all of the assets will be made over May and reported to the June Council.
- d) **PC23/012** The end of year process was noted.

## 10. SUBSCRIPTIONS

- PC23/013** The list of subscriptions were **RESOLVED** to be accepted. Council requested further details on the membership benefits of CPRE and the Open Spaces Society.

## 11. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

### a) **Wendover Action Group (Community Car)**

- PC23/014** The suggestion to change the name of the group to Community Car was brought up. However, it is not straightforward to change the name however they will be "trading as" Wendover Community Car.

### b) **Forestry England**

- PC23/015** Cllr Walker met to get an update on the Aston Hill bike park. Forestry England have found extensive Ash die back on the park and footpaths around so have had to do extensive work to

make it safe. However, locals have been shocked at the level of clearance that has gone on and the state of the ground. The damage has been caused because of the nature of the land and the vehicles that were required to access the trees the land is also in a bit of a state. The damaged land does include the ridgeway.

Forestry England are now putting together a tender document for parties who want to take on the bike park and return the land back to use as a bike park. Cllr Walker would like the Parish Council to be involved as a stakeholder in the area as it does serve the needs of many people in the Parish.

**c) Wendover Community Library**

**PC23/016** The library team would like to present to the next Parish Council. They are holding a meeting with businesses in Wendover on the 29<sup>th</sup> June to try and engage with them to sponsor elements of the design.

**12. REPORTS FROM STANDING COMMITTEES**

**a) PLANNING**

**PC23/017** The draft minutes of the meeting on 4<sup>th</sup> and 18<sup>th</sup> April 2023 were noted

**13. REPORTS FROM WORKING GROUPS**

**a) HS2 Working Group**

**PC23/018** It was **RESOLVED** that Councillor Walker act as a liaison point for HS2 issues

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

**PC23/019** The proposal from the working group was considered and it was felt that the right balance and tone needed to be struck as the Manor Waste was not a business. There was further concern about structural changes such as the lighting and café seating. It was noted that the questionnaire was a consultation and not a referendum and that there was no need to rush into any changes. Again, it was reaffirmed that we should honour the local history, including the name “Manor Waste” as it is unique and adds to the character. The working group would consider next steps before bringing back to Council.

**c) Transport Working Group**

**PC23/020** The group have been working with Bucks Council on EV charging. There has been funding received to work on a pilot in Wendover which include gullies for pavements (to run cables safely within pavements), lamppost charging and other EV charging issues. The Wendover News advertised expressions of interest for those people without a driveway who would like an EV charging point. They would like to pilot with at least 10 residents. It is set to be a 2-year project.

**14. COMMITTEES AND WORKING GROUPS**

**a) Amenities Committee**

**PC23/021** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The membership of the Committee is as follows: Cllrs Ballantine, Standen, Walker, Washington, Worth. Ex Officio – Cllrs Williams, Gallagher

**b) Complaints Committee**

**PC23/022** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The membership of the Committee is as follows: Cllrs Ballantine, Goodall, Walker, Washington.  
Ex Officio – Cllr Gallagher

**c) Finance Committee**

**PC23/023** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The membership of the Committee is as follows: Cllrs Goodall, Walker, Worth. Ex Officio – Cllrs  
Williams, Gallagher

**d) Planning Committee**

**PC23/024** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The membership of the Committee is as follows: Cllrs Ballantine, Standen, Walker, Worth. Ex  
Officio – Cllrs Williams, Gallagher

**e) Staffing Committee**

**PC23/025** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The membership of the Committee is as follows: Cllrs Ballantine, Thornton, Washington. Ex  
Officio – Cllrs Williams, Gallagher

**f) Transport Working Group**

**PC23/026** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The Council representatives are as follows: Cllrs Goodall and Walker

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

**PC23/027** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The Council representatives are as follows: Cllrs Lloyd-Evans and Washington

**h) Open Space Working Group**

**PC23/028** The Terms of Reference were considered and **RESOLVED** to be adopted for the next 12 months:  
The Council representatives are as follows: Cllrs Standen, Walker, Washington, Worth

**15. REPRESENTATIVES TO EXTERNAL BODIES**

**PC23/029** **RAF Halton Stakeholders** – Cllr Worth  
**Community Board** – Cllrs Gallagher and Worth  
**BMKALC** – Cllrs Gallagher and Williams  
**Lionel Abel Smith Trust** – Sheila Bulpett will continue in this role Cllr Williams will liaise with  
Sheila  
**Wendover Action Group** - Community Car – Cllr Williams  
**Wendover Canal Trust** – Cllr Standen

**St Marys Churchyard Care** – Cllr Washington  
**Wendover Community Library** – Cllrs Williams and Worth  
**Wendover Memorial Hall** – Cllrs Ballantine and Worth  
**Climate Action Wendover** – Cllr Standen  
**Christmas Lights** – Cllrs Thornton and Washington  
**Wendover Business Group** – Cllr Worth  
**Wendover and Villages Ukraine Support** – Cllr Ballantine  
**Wendover Warm Welcome** – Cllrs Gallagher and Williams

## 16. GENERAL GOVERNANCE

- a) **PC23/030** The Standing Orders were **RESOLVED** to be accepted. It was noted that the update sheet should be checked and amended as required.
- b) **PC23/031** The Financial Regulations were **RESOLVED** to be accepted with one amendment as follows:  
1.8 – The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The *Clerk* has been appointed as RFO for this Council and the regulations will apply accordingly
- c) **PC23/032** It was noted that the Council does not have the General Power of Competence and that our budgeted S137 expenditure is well below our limits. The clerk will forward the powers of councils to all councillors for note.

## 17. OTHER ITEMS

- a) **PC23/033** The update on the progress of the Coronation Event was noted.

## 18. DATES OF FUTURE MEETINGS

**PC23/034** To note the next Parish Council meeting Tuesday 6<sup>th</sup> June 2023

## 19. CLOSURE OF MEETING

**PC23/035** As all business was transacted the meeting was closed at 8.42pm

Signed by *Julie Williams*  
Chair to the Parish Council

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

**PAYMENTS TO CONSIDER**

May Parish Council 2nd May 2023

**Cheques**

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

**Petty Cash**

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

**BACS**

Date	To	Amount	Payment for
	PawPrint	£140.40	Photocopier monthly cost
	Buckinghamshire Council	£334.16	Additional dog waste bin install for PMG
	ESTS Ltd	£3,600.00	Outstanding balance on completion of cess pit install
	Marley design	£575.00	Web and design work (timesheet now costcentred out)
	Val Mayland	£80.00	April cleaning - clocktower
	St Annes Hall	£90.00	St Annes April Hire
	Rialtas	£649.24	Software support for finance and asset system
	Best Kept Village	£25.00	Entry into Best Kept Village competition
		<b>TOTAL BACS AMOUNT</b>	<b>£5,453.80</b>

**CARD**

Date	To	Amount	Payment for
19/04/2023	Tesco	£21.20	APM Refreshments - drinks
18/04/2023	Eileens Flowers	£70.00	Flowers for Councillors Leaving
18/04/2023	Artichoke	£102.95	Thank you gift for Chair
27/04/2023	Post office	£150.00	3winners prizes for Easter competitions
26/04/2023	Enterprise Skip Hire	£420.00	Clearance of allotments - hogtrough
26/04/2023	Ash Service Station	£101.28	BP Garage no fuel and then cash only - needed fuel
25/04/2023	Chiltern View Nursery	£100.00	Top soil to repair the fire burn damage
24/04/2023	Land Registry	£15.00	Various land searches for owner of library access road
11/04/2023	Amazon	£73.98	Hot Water Tea Urn
14/04/2023	Amazon	£7.28	Fountain pen ink cartridges
18/04/2023	Amazon	£14.98	Wireless presentation clicker
18/04/2023	Amazon	£3.69	sugar sachets APM
18/04/2023	Amazon	£90.31	Coffee Sachets APM
18/04/2023	Amazon	£6.03	Coffee Stirrers APM
19/04/2023	Amazon	£18.65	Bamboo eco take away cups APM
25/04/2023	Amazon	£119.99	Grass seeds to replace burn mark at Ashbrook
		<b>TOTAL Debit Card AMOUNT</b>	<b>£1,315.34</b>

**DD/50**

Date	To	Amount	Payment for
3 May 2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 May 2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
5 May 2023	CASTLE WATER LTD	£5.75	Site Safe Water
15 May 2023	BIG LITE	£43.63	Manor Waste Electricity
15 May 2023	BIG LITE	£340.83	Clock Tower Electricity
20 May 2023	MICROSOFT	£81.00	Microsoft 365 Licenses
28 May 2023	CASTLE WATER LTD	£14.81	Clock Tower Water
5 May 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
		<b>TOTAL DD &amp; 50</b>	<b>£1,155.31</b>
		<b>TOTAL PAYMENTS</b>	<b>£7,924.45</b>
		<b>COUNCIL MINUTE NUMBER</b>	SIGNED BY COUNCILLORS: