

# WENDOVER PARISH COUNCIL

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## Minutes of the Parish Council Meeting 3<sup>rd</sup> December 2024 at 7:30pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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**Present:** Councillors Ballantine, Gallagher, O'Donnell, Porter, Standen, Thornton, Wales, and Worth

**In attendance:** Buckinghamshire Cllr Newcombe

**Clerk:** Andy Smith

**Members of Public:** 7

### 1. APOLOGIES FOR ABSENCE

**PC24/270** Apologies were received from Cllrs Goodall, Ballantine, Walker and Washington and were **APPROVED**. Bucks Cllrs Bowles and Strachan also offered their apologies

### 2. DECLARATIONS OF INTEREST

**PC24/271** None

### 3. MINUTES

**PC24/272** The minutes of the Parish Council of 5<sup>th</sup> November 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 4. CHAIRS ANNOUNCEMENTS

**PC24/273** The Chair announced appreciation for all those who made the Christmas event go so smoothly. The staff team and volunteers brought a good event for residents and local businesses.

### 5. PUBLIC PARTICIPATION

**PC24/274** Two members of the public who had applied for the role of councillor introduced themselves and explained what they would like to give to the role.

**PC24/275** A member of the public spoke to support the Community Climate Action proposal and highlighted that it was several parishes taking issues forward, in partnership. This was a good opportunity to restart our efforts.

### 6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC24/276** Councillor Newcombe highlighted the consultation on the Lane Rental scheme for road works. After questions Council noted that South Street and a section of the A413 at Wendover Dean were not included.

**PC24/277** A question was asked of Cllr Newcombe about the false economy of the quick fixes of pavements and roads by just dropping tarmac in. It was noted that there are times when the "patch and plane" full fix isn't used. This is based on weather, also if the level of danger requires an immediate fix rather than a scheduled repair.

### 7. CLERKS REPORT AND CORRESPONDANCE

**PC24/278** The report was noted. The issue of the Canal Path was noted and Councillors were going to walk the route and work with the Clerk and produce a plan.

## 8. FINANCE AND PAYMENTS

### a) Payments to consider.

**PC24/279** The payments to consider, totalling £45,361.22 and 22,674.59, were **RESOLVED** to be approved and signed.

### b) Latest financial reports

**PC24/280** The financial reports were noted and Councillors were happy with the current financial position.

### c) Flagstone Statement

**PC24/281** The statements from the Flagstone accounts were noted and Councillors were happy with the current financial position.

### d) End of year forecast

**PC24/282** The end of year forecast was noted.

## 9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

### a) HS2 Mitigation Action Group

**PC24/283** The report was noted.

### b) Other groups

**PC24/284** **Business network** – The meeting was very positive and attended by the local MP

## 10. REPORTS FROM COMMITTEES

### a) FINANCE

**PC24/285** The draft minutes of the meeting on 19<sup>th</sup> November 2024 were noted.

### b) PLANNING

**PC24/286** The draft minutes of the meeting on 19<sup>th</sup> November 2024 were noted.

## 11. REPORTS FROM WORKING GROUPS

### a) Transport Working Group

**PC24/287** There was no councillor present to update on the general works by the group.

**PC24/288** It was **RESOLVED** to approve the award of this contract to Intelligent Data Collection for £2500 on the basis it was the best value. The working group were requested to provide details of the other quotes to the next Council.

### b) Open Spaces Working Group

**PC24/289** An update was provided on the Skatepark – the last of the remaining grant applications have been submitted and that is a reapplication to the Community Board, and application to the Rothschild Foundation.

### c) Sustainability and Biodiversity Group

**PC24/290** It was noted that this will need to be reformed which we will do from the attendees of the Community Climate Action Project

**d) Strategic Planning Steering Group**

**PC24/291** It has been agreed to schedule to meet every quarter for the forthcoming year. We are to include the Mission and Objectives on the agenda as a reference point and ensure all items being discussed fall under those mission and objectives. The web page will be updated.

**12. OTHER ITEMS**

**a) Notice of conclusion of Audit**

**PC24/292** The council formally noted the end of the audit process with no issues.

**b) 2025/26 Budget and Precept request**

**PC24/293** The challenges faced were noted. It was further noted that there was no extra money in the budget to cover emergencies other than our insurance and general reserve.

**PC24/294** It was noted that if we do increase the Precept we need to communicate very clearly about why we are increasing costs and what the impact is.

**PC24/295** It was **RESOLVED** to approve the budget as set out with a Precept request of £413,882. This is an increase of 6.55% which, based on last years Band D calculations, equates to an increase of £6.99 a year for residents - a monthly difference of 58p

**PC24/296** It was further **RESOLVED** that we clearly report on the pressures faced and the reasons why the budget needs to increase.

**c) Community Climate Action**

**PC24/297** The chair agreed to move the agenda so this proposal was discussed following the public participation.

**PC24/298** It was noted that there it is not just the cost, but the Council needs to commit time and resource into this project. It was further noted that our efforts in sustainability and biodiversity have been lacking recently.

**PC24/299** It was **RESOLVED** to approve engaging with this project and funding the £1000 contribution from the 364 Climate Action EMR.

**PC24/300** It was **RESOLVED** that Cllrs Standen and Worth would lead on this project on behalf of Council

**d) CCTV Policy**

**PC24/301** The proposal was discussed, and it was **RESOLVED** to adopt the policy

**e) Vehicle Insurance**

**PC24/302** The proposal was discussed, and it was **RESOLVED** to authorise the clerk to accept the best value offer when all offers are in.

**13. CONFIDENTIAL ITEMS**

**PC24/303** It was **RESOLVED** to move the meeting into confidential session based on the need to discuss sensitive personal information

**b) Co-option of two Parish Councillors**

**PC24/304** Each of the candidates were discussed individually on their merits and what they could bring to the council.

**PC24/305** It was **RESOLVED** to co-opt Kelvin Campbell as a Councillor for Wendover Parish Council

**PC24/306** It was **RESOLVED** to co-opt Frances Tipper as a Councillor for Wendover Parish Council

#### 14. DATES OF FUTURE MEETINGS

**PC24/307** The next Parish Council meeting 7.30pm on Tuesday 7<sup>th</sup> January 2025 at Chilterns Neuro Centre, Princes Mary Gate. Items for the agenda are due into the office by 9am on Fri 20<sup>th</sup> December 2024

#### 15. CLOSURE OF MEETING

**PC24/308** As all business was transacted the meeting was closed at 8:23pm

Signed by *Clive Gallagher*  
Chair to the Parish Council

Date: 07/01/2025

PAYMENTS TO CONSIDER		Nov	Parish Council 03/12/2024
<b>BACS</b>			
Date	To	Amount	Payment for
20/11/2024	Phenom Networks	£156.87	Computer Support
29/11/2024	Salaries	£23,329.05	Monthly Salaries Bill
29/11/2024	LGPS	£2,497.57	LGPS Pension Costs
29/11/2024	HMRC	£6,661.62	Payroll Tax and NI
20/11/2024	Peterley Manor Farm	£1,115.00	Christmas Trees for High St and Manor Wst
20/11/2024	Strawberry Fieldz	£440.00	Balance payment for xmas event staging (already approved)
20/11/2024	Smith of Derby	£715.20	Clock repair and service
20/11/2024	Engraveitnow Ltd	£43.00	Brass plate for memorial bench
20/11/2024	Heritage Fruit Tree Co	£558.35	Orchard Maintenance
20/11/2024	Peterley Manor Farm	£15.00	Additional tree
20/11/2024	Wendover News CIC	£900.00	Back page Oct-Dec
20/11/2024	Sign Wizzard	£130.44	Changes to Christmas banners
20/11/2024	I A Glenister	£3,464.40	Replacement works for war memorial lights
<b>TOTAL BACS AMOUNT</b>		<b>£40,026.50</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
14/11/2024	Aldi	£14.86	Office and site safe supplies
05/11/2024	Amazon Mkt - Office Specialities	£15.76	Year planner
06/11/2024	Amazon Business EU	£13.38	Cable ties - weatherproof
11/11/2024	Amazon Business EU	£6.98	13A adaptor
11/11/2024	Amazon	£15.64	Quick Grip G clamps
10/11/2024	Amazon Business EU	£11.38	Batteries
08/11/2024	Amazon Business EU	£6.98	Battery case for switch on switch
08/11/2024	Amazon Mkt - Restall and West	£5.49	Glue sticks
11/11/2024	Amazon Mkt - J&M Electrical Supplies	£127.96	16A extension lead to 4way socket (for events)
07/11/2024	Amazon EU	£9.99	12v bulb - christmas light switch
07/11/2024	Amazon EU	£67.80	Waterproof electrical box (for external events) x 3
06/11/2024	Amazon Business EU	£18.71	Cable ties
08/11/2024	Amazon EU	£90.40	Waterproof electrical box (for external events) x 4
08/11/2024	Amazon Business EU	£15.59	Push button switch for light switch on
08/11/2024	Amazon Business EU	£8.89	power adaptor light switch on switch
08/11/2024	Amazon Business EU	£10.99	Mic Cable for back up mic
18/11/2024	Amazon EU	£66.98	replacement santa costume
18/11/2024	Amazon EU	£6.59	Thank you balloons - quiz
18/11/2024	Amazon EU	£63.60	Santa's sleigh for grotto
18/11/2024	Amazon	£25.98	Fairy lights and fake snowballs
18/11/2024	Amazon Business EU	£15.98	Fake snow
18/11/2024	Amazon	£10.82	Elf costumes
18/11/2024	Amazon Business EU	£37.03	Fake fur blanket for santa's "throne"
07/11/2024	Andersons Wholesale	£252.00	Christmas gifts for Santa
07/11/2024	Acorn Nurseries	£700.00	Assorted spring bulbs
<b>TOTAL Debit Card AMOUNT</b>		<b>£1,619.78</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
28 Nov 2024	SMART PENSION LTD	£1,183.46	SMART pension contributions
19 Nov 2024	DRAX ENERGY SOLUTIONS	£2,502.05	Street Lighting Electricity - Drax system didn't bill for Sep, t
17/11/2024	CASTLE WATER LTD	£21.87	Clock Tower Water
17 Nov 2024	CASTLE WATER LTD	£7.56	Site Safe Water
<b>TOTAL DD &amp; SO</b>		<b>£3,714.94</b>	
<b>TOTAL PAYMENTS</b>		<b>£45,361.22</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			

PAYMENTS TO CONSIDER		Dec	Parish Council 03/12/2024
<b>BACS</b>			
Date	To	Amount	Payment for
20/11/2024	Phenom Networks	£0.00	Computer Support
20/11/2024	PawPrint	£140.40	Printer/Copier Costs
20/11/2024	Val Mayland	£80.00	Cleaning
20/11/2024	Marley Design	£300.00	Web and communications
20/11/2024	Numbers	£72.00	Payroll Services
29/11/2024	Salaries	£8,088.34	Monthly Salaries Bill
29/11/2024	HMRC	£3,226.41	Payroll Tax and NI
05/12/2024	Proludic	£139.35	Replacement seat for vandalised helicopter in park
05/12/2024	Windowflowers	£2,305.80	Hanging basket and entry gate flowers and planters
05/12/2024	Windowflowers	£465.60	Manor waste planters
05/12/2024	Josling and Hamlyn	£900.00	Reinstatement cost assessment report
05/12/2024	Sparkx	£2,566.20	S/l repair 312, 319, 310, 31, 32, 17, 416, 415
05/12/2024	Sparkx	£1,153.80	S/l repair 382, 132a, 401
05/12/2024	Glasdon	£215.11	Icemaster 50 salt/grit spreader
26/11/2024	Sum Up	£5.38	Transaction fees PAYOUT12
<b>TOTAL BACS AMOUNT</b>		<b>£19,658.39</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/08/2024	Adobe	£19.97	Acrobat Pro plan - Dec
13/08/2024	Lebara Mobile	£5.00	Office mobile plan - Dec
29/11/2024	Post Office	£50.00	Vouchers for tree decoration winners
29/11/2024	Sweeneys	£5.94	Candy Canes for Wendover stall at event
27/11/2024	Amazon Business EU	£63.02	A4 150GSM silk paper for carol booklets
27/11/2024	Amazon Business EU	£24.55	Long arm stapler (booklets)
26/11/2024	Amazon Business EU	£33.69	Projector Tripod and card sheets - christmas event
25/11/2024	Amazon Business EU	£16.79	Latex coated work gloves
25/11/2024	Amazon - HW electronics	£5.99	16amp socket - lights
22/11/2024	Amazon - Suzek Ltd	£7.64	Small cable ties
27/11/2024	Amazon Business EU	£7.49	Card
20/11/2024	Amazon - lavarose group	£29.99	Cable ties
21/11/2024	Amazon Business EU	£30.95	Fan heater for site safe
21/11/2024	Sweeneys	£6.27	Fairy cakes for quiz finale
20/11/2024	Balloon times	£16.00	Balloons for quiz finale
20/11/2024	Real Magic Books	£25.00	Voucher as thanks to quiz master
20/11/2024	Foot Logic t/a Work+Safety	£119.90	Replacement work boots
<b>TOTAL Debit Card AMOUNT</b>		<b>£468.19</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
3 Dec 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Dec 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
7 Dec 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
28 Dec 2024	SMART PENSION LTD	£1,020.28	SMART pension contributions
15 Dec 2024	BG LITE	£44.88	Manor Waste Electricity
15 Dec 2024	BG LITE	£283.40	Clock Tower Electricity
15 Dec 2024	BG LITE	£49.04	Site Safe Electricity
20/11/2024	MICROSOFT	£85.32	Microsoft 365 Licenses
05/12/2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
01/01/2025	BUCKS COUNCIL RECE	£355.00	Install new dog bin - PMG
16/12/2024	RADIUS TELEMATICS	£14.40	Vehicle trackers
<b>TOTAL DD &amp; SO</b>		<b>£2,548.01</b>	
<b>TOTAL PAYMENTS</b>		<b>£22,674.59</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			