

WENDOVER PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

7th May 2024 at 7:00pm

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

Present: Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Standen, Thornton, Wales, Williams (Chair) and Worth.

In attendance: n/a

Clerk: Andy Smith

Members of Public: 0

1. ELECTION OF CHAIR

PC24/001 Councillor Williams was proposed and seconded and **ELECTED** unanimously. Council wanted to note their thanks for the work Councillor Williams is putting into the role.

2. ELECTION OF VICE CHAIR

PC24/002 Councillor Gallagher was proposed and seconded and **ELECTED** unanimously.

3. APOLOGIES FOR ABSENCE

PC24/003 Apologies were received from Councillors Walker and **APPROVED**. Apologies from Buckinghamshire Councillors Bowles, Newcombe and Strachan were noted. Councillor Lloyd Evans was noted as absent.

4. DECLARATIONS OF INTEREST

PC24/004 None

5. MINUTES

PC24/005 The minutes of the Parish Council of 2nd April 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

6. PUBLIC PARTICIPATION

PC24/006 None

7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/007 None

8. CLERKS REPORT AND CORRESPONDANCE

PC24/008 The Clerks report was noted and the Clerk answered questions from the councillors.

9. FINANCE AND PAYMENTS

a) Payments to consider.

PC24/009 The payments to consider, totalling £20,004.55, were **RESOLVED** and signed.

b) Latest financial reports

PC24/010 The financial reports were noted and the year end commentary was very helpful. The issue over streetlight repair costs was noted and it was recognised that as the lamps reach the end of their expected life this cost will continue over the next couple of years.

c) Acquisition and disposal of assets

PC24/011 The assets acquired and disposed of over the financial year 2023/24 were discussed and **RESOLVED** to be approved.

d) Review of annual subscriptions and memberships

PC24/012 The annual subscriptions were reviewed and **RESOLVED** to be approved.

e) Review of current direct debits

PC24/013 The direct debits and regular card and invoice payments were noted and **RESOLVED** to be approved to continue.

f) Note year end audit process

PC24/014 The year end audit process was considered and noted.

10. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC24/015 The report was noted.

b) Report from Lionel Abel Smith Trust

PC24/016 The report was noted

c) Parish Council Surgeries

PC24/017 It was noted that attendance has been low during this experimental period and that Council needs to consider moving to a Saturday so more people can attend. It was also noted that it may be more effective to set up meetings with community groups. This will come back to council for a formal decision.

d) Wendover Community Car

PC24/018 It was noted that the group are looking at options for upgrading or replacing the car.

e) Wendover Youth Centre

PC24/019 It was noted that there is a new trustee board in place.

11. REPORTS FROM STANDING COMMITTEES

a) PLANNING

PC24/020 The draft minutes of the meeting on 16th April 2024 were noted.

b) AMENITIES

PC24/021 The draft minutes of the meeting on 16th April 2024 were noted.

12. REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC24/022 It was noted that the group had asked for quotes for a survey around the Wendover School Campus. There was a traffic enforcement officer outside the school which helped with traffic flow and pedestrian safety on the day they attended. The group are looking into the road safety fund available from Bucks Council for funding for South Street.

b) Open Spaces Working Group

PC24/023 Planning permission was granted for the Skatepark. There are a few minor conditions attached which were in the project plan already. There is a potential that a local businessperson would support the skate park if there was any funding shortfall. The next plan is to apply to the National Lottery Communities Fund. Amenities will be looking into the feasibility of CCTV around the skatepark and other open spaces.

c) Sustainability and Biodiversity Group

PC24/024 There was no report.

d) Strategic Planning Steering Group

PC24/025 There was no report.

13. COMMITTEES AND WORKING GROUPS

a) Changes to committees' Terms of Reference

PC24/026 It was noted that committees used to have a vice chair in the past and it was believed this was good practice. It was **RESOLVED** to amend the Terms of Reference of Amenities Committee, Finance Committee, Planning Committee and Staffing Committee (as set out in the paper) to include a Vice Chair.

PC24/027 It was **RESOLVED** to change the wording of the footnote on the Terms of Reference to "the Clerk or their delegated officer"

b) Scheme of Delegation

PC24/028 The scheme was considered and it was **RESOLVED** to be renewed.

c) Amenities Committee

PC24/029 The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

PC24/030 It was **RESOLVED** that the membership would consist of Councillors Ballantine, Lloyd-Evans, Porter, Standen, Walker, Washington and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

d) Complaints Committee

PC24/031 The Terms of Reference were considered and **RESOLVED** to be approved

PC24/032 It was **RESOLVED** that the membership would consist of Councillors Ballantine, Goodhall, Walker and Washington. Councillors Gallagher is an ex officio member of this committee.

e) Finance Committee

PC24/033 The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

PC24/034 It was **RESOLVED** that the membership would consist of Councillors Goodall, O'Donnell, Walker, Washington and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

f) Planning Committee

PC24/035 The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

PC24/036 It was **RESOLVED** that the membership would consist of Councillors Ballantine, O'Donnell, Standen, Walker and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

g) Staffing Committee

PC24/037 The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

PC24/038 It was **RESOLVED** that the membership would consist of Councillors Ballantine, O'Donnell, Thornton, Wales and Washington. Councillors Gallagher and Williams are ex officio members of this committee.

h) Strategic Planning Steering Group

PC24/039 The Terms of Reference were considered and **RESOLVED** to be approved

PC24/040 It was **RESOLVED** that the membership would consist of Councillors Ballantine, Goodall, O'Donnell, Williams and Worth

i) Transport Working Group

PC24/041 The Terms of Reference were considered and **RESOLVED** to be approved

PC24/042 It was **RESOLVED** that the membership would consist of Councillors Goodall and Walker.

j) Biodiversity and Sustainability Working Group

PC24/043 The Terms of Reference were considered and **RESOLVED** to be approved

PC24/044 It was **RESOLVED** that the membership would consist of Councillors Lloyd-Evans, Porter, Standen, Wales and Williams.

k) Events Working Group

PC24/045 The Terms of Reference were considered and **RESOLVED** to be approved

PC24/046 It was **RESOLVED** that the membership would consist of Councillors Porter, Thornton and Washington.

l) Open Spaces Working Group

PC24/047 The Terms of Reference were considered and **RESOLVED** to be approved

PC24/048 It was **RESOLVED** that the membership would consist of Councillors Porter, Standen, Wales, Walker, Washington and Worth.

14. EXTERNAL BODIES

a) Representatives to external groups

PC24/049 It was **RESOLVED** to appoint the following representatives:

- **RAF Halton Liaison** –Councillor Worth
- **Buckinghamshire Council Community Board** (Wendover and Villages) – Councillors Worth and O'Donnell
- **BMKALC Parish Liaison Meetings** – To be undertaken on a rotational basis

- **Climate Action Wendover** – Councillor Lloyd-Evans
- **HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group)** – Councillor Porter
- **Lionel Abel Smith Trust** – former Councillor Bulpett is on a three year term and will continue to liaise with the Parish Council
- **Wendover Action Group (Community Car)**- Councillor Williams
- **Wendover Business Group** – Councillors Gallagher, O’Donnell, Porter and Worth
- **Wendover Canal Trust** – Councillor Williams
- **Wendover Churchyard Care Committee** – Councillors Ballantine and Washington
- **Wendover Community Library Management Committee** – Councillor Worth
- **Wendover Memorial Hall** – Councillors Ballantine and Worth
- **Wendover Youth Centre** – Councillor Ballantine

b) Review of legal agreements with other bodies

PC24/050 The legal agreements as presented in the paper were considered and **RESOLVED** to be approved.

15. GENERAL GOVERNANCE

a) Review and consider the standing orders

PC24/051 It was noted there are no updates advised and **RESOLVED** to approve the standing orders.

b) Review and consider the financial regulations

PC24/052 It was noted there are no updates advised and **RESOLVED** to approve the financial regulations.

c) Review the current insurance cover

PC24/053 The policies and certificate had been communicated in advance to the Councillors. It was noted there are no updates advised and to approve the current insurance cover.

d) Review the Council complaints procedure

PC24/054 It was noted there are no updates advised and it was **RESOLVED** to approve the complaints procedure.

e) Review the Freedom of Information Policy and Data Protection Policy

PC24/055 It was noted there are no updates advised and it was **RESOLVED** to approve the Freedom of Information Policy

PC24/056 It was noted there are no updates advised and it was **RESOLVED** to approve the Data Protection Policy

f) To note the General Power of Competence and S137 expenditure limits

PC24/057 It was noted that the Council does not currently have the General Power of Competence

PC24/058 It was noted that the S137 expenditure limit for 2024/25 for Wendover Parish Council was £64,027 and we had not budgeted to spend anywhere near that limit.

g) Review the time and place of the ordinary meetings of Council

PC24/059 The meeting dates were noted.

16. OTHER ITEMS

a) HS2 Update event

PC24/060 It was noted that we would ask EKFB to fund the meeting, but approve a budget as a contingency. The Council **RESOLVED** to approve the event and budget.

PC24/061 It was further **RESOLVED** to authorise the office to set the date based on the suggestions of the 21st and 28th June and the availability of EKFB to attend.

17. DATES OF FUTURE MEETINGS

PC24/062 It was noted next Parish Council meeting 7.30pm on Tuesday 4th June 2024 at St Annes Hall. All agenda items and papers to be with the clerk by Friday 24th May.

18. CLOSURE OF MEETING

PC24/063 As all business was transacted the meeting was closed at 8:50pm

Signed by *Clive Gallagher*
Chair to the Parish Council

Date: 4th June 2024

| PAYMENTS TO CONSIDER | | May | Parish Council 07/05/2024 |
|--------------------------------|-------------------------|-------------------|---------------------------------------|
| BACS | | | |
| Date | To | Amount | Payment for |
| 09/05/2024 | Phenom Networks | £156.87 | Computer Support |
| 09/05/2024 | Val Mayland | £80.00 | Cleaning |
| 09/05/2024 | Marley Design | £387.50 | Web and communications |
| 09/05/2024 | Numbers | £72.00 | Payroll Services |
| 09/05/2024 | St Annes Hall Hire | £60.00 | Hire of hall for meetings |
| 09/05/2024 | Salaries | £9,520.55 | Monthly Salaries Bill |
| 09/05/2024 | LGPS | £880.29 | LGPS Pension Costs |
| 09/05/2024 | HMRC | £3,466.49 | Payroll Tax and NI |
| 09/05/2024 | Sparkx | £1,026.00 | s/l repairs 66,97,75 |
| 09/05/2024 | Deposit PP12AB Return | £40.00 | Allotment deposit return |
| 09/05/2024 | Deposit PP21AB Return | £40.00 | Allotment deposit return |
| 09/05/2024 | Best Kept Village | £25.00 | BKV 2024 Entry Fee |
| 09/05/2024 | RBL Landscape | £177.60 | Sign installation - Witchell Car Park |
| TOTAL BACS AMOUNT | | £15,932.30 | |
| CARD | | | |
| Date | To | Amount | Payment for |
| 26/05/2024 | Adobe | £19.97 | Acrobat Pro plan |
| 13/05/2024 | Lebara Mobile | £5.00 | Office mobile phone |
| 02/05/2024 | Office coffee machine | £44.99 | Office coffee machine |
| 02/05/2024 | Sweeneys | £5.98 | Office supplies |
| 25/04/2024 | Amazon Business Eu | £105.49 | Safety glasses - ivy project |
| 24/04/2024 | St Mary's Just | £10.74 | Office supplies |
| 26/04/2024 | Buckinghamshire Council | £21.00 | Temporary Event Notice - May LPM |
| 18/04/2024 | Sweeneys | £5.39 | Milk for APM |
| 15/04/2024 | The Range | £8.20 | Frames for APM certificates |
| 03/04/2024 | Vistaprint | £113.95 | pens and mugs for APM |
| TOTAL Debit Card AMOUNT | | £340.71 | |
| DD/SO | | | |
| Date | To | Amount | Payment for |
| 3 May 2024 | SIDLEYS CLIENT THE | £135.00 | Sidleys garage rent |
| 3 May 2024 | LEX AUTOLEASE | £444.29 | Hilux lease agreement |
| 6 May 2024 | BE FUEL CARDS LTD | £408.96 | BP Fuel Card |
| 7 May 2024 | SMART PENSION LTD | £26.40 | SMART pension admin fee |
| 28 May 2024 | SMART PENSION LTD | £870.38 | SMART pension contributions |
| 15 May 2024 | BG LITE | £0.74 | Manor Waste Electricity |
| 15 May 2024 | BG LITE | £208.41 | Clock Tower Electricity |
| 15 May 2024 | BG LITE | £29.95 | Site Safe Electricity |
| 19 May 2024 | DRAX ENERGY SOLUTI | £1,230.52 | Street Lighting Electricity |
| 30 May 2024 | BUCKS COUNCIL RECE | £0.00 | Waste Container emptying |
| 20 Apr 2024 | MICROSOFT | £82.32 | Microsoft 365 Licenses |
| 17 May 2024 | CASTLE WATER LTD | £21.37 | Clock Tower Water |
| 17 May 2024 | CASTLE WATER LTD | £15.39 | Site Safe Water |
| 17 May 2024 | BT GROUP PLC | £141.87 | Clock tower phone/broadband |
| 5 May 2024 | BUCKS COUNCIL | £90.00 | Manor Waste Market Rates |
| 18/04/2024 | CASTLE WATER LTD | £25.94 | Clock Tower Water |
| TOTAL DD & SO | | £3,731.54 | |
| TOTAL PAYMENTS | | £20,004.55 | SIGNED BY COUNCILLORS: |
| COUNCIL MINUTE NUMBER | | | |