



Minutes of Parish Council Meeting

Held on Tuesday 9th May 2017

Chairman: Councillor Mrs V Lynch
Councillors: Councillor Mr M Bird, Councillor Mr D Clements, Councillor Dr L Kennedy,
Councillor Mrs M Lawrence and Councillor Mr N Rickard
Apologies: Councillor Mr A Coulson and Councillor Mr R Dimmock
Clerk Mrs R Biley
Attendance: County Councillor Mrs N Glover
Parishioners 3

1. Agree Chairman & Sign Declaration of office

The Clerk advised that the first order of business was to elect a chairman for the coming year and requested nominations for the position of office. Councillor Kennedy nominated Councillor Lynch and Councillor Clements seconded the nomination.

Councillor Lynch accepted the position and gave thanks to her colleagues, the declaration of office was signed by Councillor Lynch and witnessed by the Clerk.

2. Apologies for absences

Apologies were received and accepted from Councillor Coulson and Councillor Dimmock.

3. Disclosure of interest on items in agenda

Councillor Clements advised that item 11.1 - planning application 17/01544/ALB and 17/01523/APP was located adjacent to his property. It was concluded that Councillor Clements would be free to comment on the application but would abstain from voting. This was agreed by all members of the council.

4. Receive comments from District and County Councillors and Police

Councillor Glover attended the meeting to update the council on her recent meetings in relation to reducing HGV movements from Waste King in Long Marston. It was advised that no impact could be made on this and the only option going forward was a freight strategy. Councillor Glover will continue to update the council and the Parish in this area.

5. Sign off minutes

5.1. Parish Council Meeting 18th April 2017

Minutes were approved and signed.

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Signed by
Chairman

6. Confirm:

6.1. Councillors Areas of Responsibility

The councillor's areas of responsibilities have been amended and the Clerk will update and issue the new document.

6.2. Standing Orders

Agreed

6.3. Asset register

Agreed

6.4. Financial Regulations

Agreed

6.5. All additional Publication Statement Documents

Agreed

7. Updates

7.1. Pavilion Improvement Scheme - Authorisation of Architect Fee terms

Councillor Lynch advised that under delegated authority the Chairman and the Clerk may authorise payments up to £500 without bringing the payment to council. For the purposes of the Pavilion project only, she proposed that this amount be increased to £650 thus enabling speedier payment of invoices.

The Clerk agreed to write to the architect to advise of this change and to negotiate an increase in payment terms from 10 days to 30 days, allowing time for invoices in excess of the delegated limit to be brought to next council meeting following their submission to the Clerk.

It was noted that Councillor Kennedy and Councillor Lawrence were disappointed by the length of time it had taken to resolve the disabled access and that the provision should not have been dismissed in the initial discussions by the architect.

The council approved this proposal by unanimous vote.

7.2. Parish Maintenance

The Clerk went through the maintenance document and it was agreed that we would ask our Parish maintenance contractor to quote for the works which were unable to be completed by our handyman.

The Clerk also showed images of the damaged bus stop at the A418 crossroads and will contact some companies to quote for its repair. This was agreed by unanimous vote.

8. S106 Mount Tabor

The Clerk gave an overview of the S106 funds available currently held and advised that these had been earmarked for the Pavilion Improvement project. Due to timescales, this was no longer a viable option, for these funds.

The Clerk advised that Councillor Kennedy has proposed that the money be nominated to the WCA's 2020 vision, specifically the Kitchen Improvement project which they presented at the meeting held on 28 March 2017. The Clerk advised she had discussed this with AVDC and they have agreed this is a suitable project for the use of S106 monies and WCA have confirmed they can work within the timescales.

The council voted to nominate both available S106 monies to the WCA by unanimous vote. The Clerk agreed she would submit the application to AVDC.

9. Seating on the Green and at Rowsham

Councillor Lynch gave an overview of the seating requirements of both the Green and Rowsham. This included the necessary replacement of one bench and a request submitted last year by a parishioner from Rowsham to help pay for a bench for their green space.

The council concluded it would purchase a seat in memory of the Kirby's and would replace the existing bench to match and it would also contribute to the Rowsham seating. It was agreed unanimously that the council would purchase the Warwick seat in black for the Green.

10. Damage to Bus Shelter

The Clerk showed images of the damage done to the bus shelter at the A418 crossroads, it was noted that it was likely a job for a roofer and Councillor Lynch agreed to send details of one used previously to the Clerk.

11. Planning

11.1. 17/01544/ALB & 17/01523/APP

Tower Lodge Essex Yard Mill Lane Wingrave Buckinghamshire HP22 4PN
Single storey front porch extension

The Council moved to vote no objection to this application by unanimous vote, with the exclusion of Councillor Clements who abstained.

11.2. 17/01530/APP

The Coach House Aylesbury Road Rowsham Buckinghamshire HP22 4QR
Single storey rear extension, increase loft roof height and insertion of dormer windows to west elevation and loft room

The Council moved to vote no objection to this application by unanimous vote.

11.3. 17/01353/APP

Wayside 45 Leighton Road Wingrave Buckinghamshire HP22 4PA
Demolition of existing dwelling and garage and construction of new dwelling with associated garaging and parking, rear outbuilding and alterations to existing access

The Council moved to vote no objection to this application by unanimous vote

11.4. **17/01472/APP**

76 Winslow Road Wingrave Buckinghamshire HP22 4QB
Two storey side and single storey rear extension

The Council moved to vote no objection to this application by unanimous vote.

11.5. **17/01339/APP**

6 Leighton Road Wingrave Buckinghamshire HP22 4P
Raising of existing flat roof, single storey rear extension and enclosure of existing open porch

The Council moved to vote no objection to this application by unanimous vote.

12. Finance

12.1. Bank account reconciliation

Approved by councillors

12.2. Payments to date

Approved by councillors. Please see appendix 1

13. Clerks Report

The Clerk gave details of the Clerks report and the council agreed to submit a communique article advising of maintenance updates.

Meeting Ended at 21.10

Appendix 1- Payments 2016/2017

OVER BUDGET!!				
Date	Payee	Particulars of payment	Payment Group	Inc. VAT
01/04/2016	payments from 2015-16 accounts	Unpresented 2015-16 payments		£ 1,966.10
15/04/2016	Grundon	Waste collection from Church GI01949831	Community Groups	£ 97.00
11/04/2016	Horwood & James	Devolution Contract assessment	Administration	£ 360.00
11/04/2016	SLCC	SLCC membership	Subscriptions	£ 118.00
11/04/2016	Russell Bigwell	Handyman Duties	Environment Committee	£ 66.00
18/04/2016	Office Innovation	office supplies	Administration	£ 61.80
28/04/2016	Rebecca Biley	Clerks pay and expenses	Administration	£ 735.26
28/04/2016	HMRC	Tax & NI	Administration	£ 17.19
28/04/2016	Heritage Society	1 of 2 payments annual grant	Community Groups	£ 200.00
28/04/2016	WCA	1 of 2 payments annual grant	Community Groups	£ 2,000.00
28/04/2016	URC	Annual Grant	Community Groups	£ 350.00
28/04/2016	WWSAL	Annual Grant	Management	£ 2,250.00
12/05/2016	Grundon	Waste collection from Church GI01970196	Community Groups	£ 84.50
01/05/2016	Eon	Lighting Charges- MAY	Street Lighting	£ 239.75
10/05/2016	BALC	CANCELLED	Administration	£ -
		Subription Charges CANCELLED BT DONE		
12/05/2016	BALC	INSTEAD	Subscriptions	£ -
19/05/2016	S Roost	Parish end of year accounts	Administration	£ 120.00
13/06/2016	Grundon	Waste collection from Church G101989407	Community Groups	£ 78.18
01/06/2016	Rebecca Biley	Clerks pay and expenses	Administration	£ 702.45
01/06/2016	HMRC	Tax & NI	Administration	£ 17.39
01/06/2016	EON	Lighting Charges- JUNE	Street Lighting	£ 247.74
01/06/2016	Pratts Charity	Wingrave Park Rent	Management	£ 236.06
07/06/2016	Playsafety	Playground Inspections	Environment Committee	£ 163.80
30/06/2016	Simon Frankum	Handymen duties	Environment Committee	£ 120.00
30/06/2016	Rebecca Biley	Clerks pay and expenses	Administration	£ 727.01
30/06/2016	HMRC	Tax & NI	Administration	£ 17.19
30/06/2016	Chrstine Jenson	internal Audit	Administration	£ 84.00
01/07/2016	Eon	Lighting Charges- JULY & JUNE	Street Lighting	£ 487.49
05/07/2016	Office Innovation	Website updates and administration	Administration	£ 284.64
05/07/2016	MW AGRI Ltd	Devolved services June Invoice	Environment Committee	£ 274.73

11/07/2016	Andy Muskett	Lighting maintenance	Street Lighting	£	355.68
11/07/2016	R Bigwell	Handymen duties	Environment Committee	£	198.50
12/07/2016	Grundon	Waste collection from Church G102009400	Community Groups	£	109.54
26/07/2016	BCC	stiles to gates payment	Capital Costs	£	200.00
26/07/2016	Rebecca Biley	Clerks pay and expenses	Administration	£	719.87
26/07/2016	HMRC	Tax & NI	Administration	£	17.19
17/08/2016	Grundon	Waste collection from Church G102027976	Community Groups	£	84.88
01/08/2016	Eon	Lighting Charges-AUGUST	Street Lighting	£	247.74
08/08/2016	BALC	Subription Charges	Subscriptions	£	225.08
08/08/2016	Mark Nicholson Fencing	Disabled friendly gate grant	Capital Costs	£	600.00
08/08/2016	MW AGRI Ltd	July Grass cutting	Environment Committee	£	274.73
18/08/2016	Mazars	Audit for accounts	Administration	£	360.00
18/08/2016	Combat Fire	Annual fire & Emerg ligh inspec & Serv	Capital Costs	£	114.00
18/08/2016	AAA Secuirty	Annual maintenace of intruder alarm	Capital Costs	£	96.00
18/08/2016	AVDC	Play around the parish	Community Groups	£	335.00
23/08/2016	Rebecca Biley	Clerks pay and expenses	Administration	£	739.43
23/08/2016	HMRC	Tax & NI	Administration	£	17.19
01/09/2016	EON	Lighting Charges- SEPTEMBER	Street Lighting	£	247.74
01/09/2016	Grundon	Waste collection from Church GI02047939	Community Groups	£	103.21
12/09/2016	HFE signs	Banners for referendum	Capital Costs	£	198.00
12/09/2016	MW AGRI Ltd	August Services	Environment Committee	£	274.73
15/09/2016	Simon Frankum	Pond railing works	Environment Committee	£	800.00
22/09/2016	Came & Co	Parish Insurance	Administration	£	2,860.15
25/09/2016	123 Reg (paid to R Biley)	Domain Renewal	Administration	£	14.38
26/09/2016	Rebecca Biley	Clerks pay and expenses	Administration	£	702.90
26/09/2016	HMRC	Tax & NI	Administration	£	17.39
29/09/2016	Russell Bigwell	Parish Maintenance	Environment Committee	£	148.50
30/09/2016	Grundon	Waste collection from Church GI02067238	Community Groups	£	84.50
01/10/2016	Eon	Lighting Charges- OCTOBER	Street Lighting	£	276.76
03/10/2016	Pratts Charity	Wingrave Park Rent	Management	£	236.06
17/10/2016	Simon Frankum	Parish Maintenance	Environment Committee	£	50.00
17/10/2016	MW AGRI Ltd	September Services	Environment Committee	£	274.73
17/10/2016	Andy Muskett	2nd Quarter Lighting maintenance	Street Lighting	£	355.68

25/10/2016	BALC	Training Councillor	Administration	£	31.85
25/10/2016	Wingrave Heritage Society	2nd Grant payment	Community Groups	£	406.00
25/10/2016	WCA	2nd Grant payment	Community Groups	£	2,000.00
25/10/2016	Rebecca Biley	Clerks pay and expenses	Administration	£	698.60
25/10/2016	HMRC	Tax & NI	Administration	£	17.19
31/10/2016	Royal British Legion	Poppy Wreath	Section One Three Seven	£	18.00
14/11/2016	Grundon	Waste collection from Church GI02087273	Community Groups	£	84.88
01/11/2016	Eon	Lighting Charges-NOVEMBER	Street Lighting	£	285.97
03/11/2016	Simon Frankum	Parish Maintenance	Environment Committee	£	235.00
03/11/2016	MW AGRI Ltd	October services	Environment Committee	£	274.73
03/11/2016	Wingrave Methodist Church	2 x room hire for meetings	Administration	£	24.00
30/11/2016	Grundon	Waste collection from Church GI02106658	Community Groups	£	102.84
21/11/2016	Combat Fire	Fire tests for the park	Capital Costs	£	95.28
21/11/2016	Office Innovation	web updates	Administration	£	277.20
21/11/2016	Combat fire	Call out charge	Capital Costs	£	141.60
28/11/2016	Rebecca Biley	Clerks pay and expenses	Administration	£	705.00
28/11/2016	HMRC	Tax and NI	Administration	£	17.39
28/11/2016	Pickup & Scott	Legal fees for Fred Kirby	Administration	£	600.00
01/12/2016	Lydia Giggie	Maintenance of the Parish notice board	Environment Committee	£	10.00
01/12/2016	MW AGRI Ltd	November pay schedule	Environment Committee	£	274.73
01/12/2016	MW AGRI Ltd	Tree works Cobblers Wick	Environment Committee	£	1,152.00
01/12/2016	EON	Lighting Charges- DECEMBER	Street Lighting	£	276.76
15/12/2016	Russell Bigwell	Parish Maintenance	Environment Committee	£	115.50
21/12/2016	ICO	Annual ICO data charge	Administration	£	35.00
29/12/2016	Rebecca Biley	Clerks pay and expenses	Administration	£	705.00
29/12/2016	HMRC	Tax & NI	Administration	£	17.39
21/11/2017	Ramblers Association	Styles to gates	Capital Costs	£	800.00
29/12/2016	WWRSAL	Grass cutting 2016	Environment Committee	£	900.00
10/01/2017	Andy Muskett	3/4 Lighting Payment	Street Lighting	£	355.68
10/01/2017	MW AGRI Ltd	December Devolved	Environment Committee	£	274.73
10/01/2017	David Rowe	Detailed Plans for Rec Pavilion	Capital Costs	£	800.00
10/01/2017	SWARCO	Maintenance for MVAS	Capital Costs	£	252.00
19/01/2017	Amazon c/o Rebecca Biley	Parish Clerk- Mobile	Capital Costs	£	117.70

19/01/2017	Amazon c/o Rebecca Biley	Mobile Case	Capital Costs	£	2.98
19/01/2017	Giffgaff c/o Rebecca Biley	Phone Goodybag	Administration	£	7.50
16/01/2017	Grundon	Waste collection from Church GI02125948	Community Groups	£	84.88
01/01/2017	EON	Lighting Charges- JANUARY	Street Lighting	£	285.97
24/01/2017	Rebecca Biley	Clerks pay and expenses	Administration	£	710.59
24/01/2017	HMRC	Tax and NI	Administration	£	17.19
03/02/2017	MW AGRI Ltd	January Devolved	Environment Committee	£	274.73
03/02/2017	Combat fire c/o RBS	Fire tests for the park	Capital Costs	£	114.00
28/02/2017	Office Innovation	Domain Renewal	Administration	£	9.59
28/02/2017	Office Innovation	web updates	Administration	£	144.19
28/02/2017	Office Innovation	Email work and software upgrade	Administration	£	174.72
28/02/2017	russell Bignell	Parish Maintenance	Environment Committee	£	99.00
28/02/2017	Rebecca Biley	Clerks pay and expenses	Administration	£	708.15
28/02/2017	HMRC	Tax & NI	Administration	£	17.39
06/03/2017	Floodlighting services ltd	Repair of MUGA at Park	Capital Costs	£	392.40
06/03/2017	AVDC	Dog waste bin empties	Environment Committee	£	1,037.28
06/03/2017	MW AGRI Ltd	feb devolved	Environment Committee	£	274.73
01/02/2017	EON	Lighting Charges- FEBRUARY	Street Lighting	£	285.97
01/03/2017	EON	Lighting Charges- MARCH	Street Lighting	£	258.30
14/02/2017	Grundon	Waste collection from Church GI02145950	Community Groups	£	90.07
03/01/2017	Pratts Charity	Wingrave Park Rent	Management	£	236.06
06/03/2017	Wingrave Church	contribution towards security measures	Capital Costs	£	500.00
21/03/2017	Bucks County Council	contribution to traffic calming	Capital Costs	£	2,888.00
21/03/2017	Andy Muskett	4/4 lighting charges (2 payments made)	Street Lighting	£	355.68
21/03/2017	MW AGRI Ltd	March Payment	Environment Committee	£	274.73
27/03/2017	Rebecca Biley	Clerks pay and expenses	Administration	£	708.35
27/03/2017	HMRC	Tax and NI	Administration	£	17.19
30/03/2017	russell Bignell	handyman duties	Environment Committee	£	132.00
28/02/2017	Grundon	waste collection from Church GI02165110	Community Groups	£	88.85
31/03/2017	Grundon	waste collection from Church GI02184598	Community Groups	£	109.43
30/03/2017	SLCC	Training ILCA	Administration	£	118.80
31/03/2017	EON	Lighting Charges- April	Street Lighting	£	285.97

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Signed by
Chairman