Minutes of Annual Parish Council Meeting

Held on Tuesday 10th May 2016

Chairman:	Councillor Lynch
Councillors:	Councillor Mr A Coulson, Councillor Mr R Dimmock, Councillor Dr L Kennedy, Councillor Mr D Neave, Councillor Mr N Rickard, Councillor Mrs A Sherwood Bruce
Apologies:	Councillor Mr M Bird, Councillor Mr P Cooper, Councillor Mrs N Glover and Police
Clerk	Mrs R Biley
Parishioners	6

1. Agree Chairman & Sign Declaration of office

The Clerk asked the Council for nominations for the appointment of a new chairman for the coming year. Councillor Lynch was proposed and seconded and the Clerk requested a vote on the appointment of Councillor Lynch as Chairman which was approved by a unanimous decision. The Chairman's declaration of office was signed and witnessed.

2. Chairman's items and welcome

Councillor Lynch welcomed the Council and parishioners.

3. Apologies for absences

Apologies were received from Councillor Bird, Councillor Cooper, Councillor Glover and Police.

4. Disclosure of interest on items in agenda

No items disclosed.

5. Receive comments from District and County Councillors and Police

See apologies for absence

6. Questions from Parishioners (Max 10 mins)

A parishioner requested the council look at 2 footpath gateway surfaces which had become very wet and muddy causing difficulties for walkers. These are located on the footpath to the recreation ground which runs behind Twelve Leys. The council agreed it would look into the matter.

Signed by Chairman

7. Sign off of minutes

7.1 Open Meeting 12th April 2016
7.2 Parish Council Meeting 19th April 2016

All minutes agreed.

8. Confirm

8.1 Councillors Areas of Responsibility

Amendments were made to the Areas of Responsibility. It was recommended the Clerk would ask Geoff Aldridge if he would be willing to continue as representative on matters of bus transport. It was agreed attendance at Arla liaison group meetings was no longer necessary and this was removed. The updated list is available to view.

8.2 Standing Orders

Due to a discrepancy being identified prior to the meeting, sign off of the Standing Orders was deferred to the next meeting of the Parish Council.

8.3 Asset register

The Asset Register was agreed but it was identified that improvements need to be made to the format. The Clerk and Chairman would meet to discuss this.

8.4 Financial Regulations

The Financial Regulations, document number: CL2 002 v1 were approved by the Council.

8.5 Additional Publication Statement Documents

	Document no.	Version
Publication Scheme Information	Info 002	1
Publication List Information	Info 001	1
Contact Details	CL1 001	1
Current Contracts	CL2 001	1
Meeting Dates	CL3 001	1
Equality & Diversity Policy	CL4 001	1
Code of Conduct	CL4 002	1
Privacy and Data Protection Policy	CL4 003	1
Complaints Procedure	CL4 004	1
Services we offer	CL6 001	1

All documents agreed.

Signed by
Chairman

9. Updates

9.1 Pavilion Improvement Scheme

Richard Keighley presented his update to the council which included details of responses for potential uses of an extended facility and confirmation that there is support from the Parish for both improvements with extension and demolishing existing building.

It was queried how much financial support the Heritage Society would be able to provide if any. It was confirmed that the Society was not in a position to offer financial support of any merit to the project.

A parishioner raised the point that due to the pavilion being in the conservation area, the first steps needs to be a discussion with AVDC to identify what improvements they would be likely to agree. Councillor Dimmock agreed to contact AVDC to action this.

Councillor Neave noted that should a request for funding be made to the Fred Kirby Trust then it would be necessary to seek Parish approval.

The Council and parishioners were keen to utilise local trades for any work which is completed.

9.2 Devolution

i. Overview of BCC devolution meeting

Councillor Kennedy gave his report on his recent meeting with BCC in regards to Devolution. Please see appendix.

ii. Sign off of amended Contract

The council voted to approve the new contact supplied by BCC in relation to devolved services. The Chairman and Councillor Coulson signed the contract and the Clerk agreed to forward to BCC.

iii. Selection of contractor

Councillor Coulson put forward for approval by the council MK Agri Ltd as the contractor for provision of devolved services. It was noted that the council is happy that they are able to adhere to the health and safety requirements and regulations as set out in the red book.

The council voted unanimously to accept MK Agri Ltd as its contractor.

9.3 Street Light report

Councillor Coulson gave an update on the street light upgrades but was unable to give specifics as the report was submitted to late. The Clerk agreed to forward it on to the Council and it will be discussed at the next Parish Council meeting.

Signed by
Chairman

9.4 Cala Homes report

It was advised that a developer group to liaise with Cala Homes for the Twelve Leys site had been selected and included Councillor Kennedy and Councillor Neave, David Godfrey, Mark Hunt and Bev Reekes.

A parishioner questioned the selection of the individuals involved and was disappointed not to have been included.

Councillor Lynch reiterated that the community would still be involved in the process regardless of the members of the initial group.

Councillor Neave gave details of the meeting which will be available at a later date.

9.5 Baldways (Corylus)

Councillor Neave gave an overview of the Baldways (Corylus) application and confirmed that no decision had been made; this remained the same with the other sites. He advised that the Council hoped to get feedback on the Neighbourhood Plan within two weeks and that AVDC would be responsible for the Referendum which could take place in July depending on the feedback.

10. Approval for the purchase of gates to replace styles

Councillor Sherwood Bruce gave her report on the styles to gates project and proposed that Council funded the cost of 4 gates at a cost of £250 per gate on the Buy one get one free scheme. This would enable a total of eight gates to be replaced throughout the village. The council voted on this proposal which received a unanimous vote in favour. It was proposed that the £1,000 cost be met from the general reserve. Report available as an appendix.

11. Planning

11.1. 16/01290/ALB 2 Recreation Ground Wingrave Buckinghamshire HP22 4PH

- **Single storey rear link extension**

Application discussed and no objections raised.

11.2. 16/01473/ALB 9 Recreation Ground Wingrave Buckinghamshire HP22 4 PH

- **Installation of combination boiler with associated flue**

Application discussed and no objections raised.

11.3. 16/01494/APP Sunnyside 5 Winslow Road Wingrave HP22 4PS

- **Two storey side extension**

Application discussed and no objections raised.

Signed by
Chairman

12. Finance

12.1. Bank Account reconciliation
12.2. Payments to date

2015/2016 accounts

01/02/2016	EON	Lighting Charges	£	247.64	£	41.27
01/03/2016	EON	Lighting Charges	£	231.66	£	38.61
17/03/2016	wingrave parish council barclays		£	10,000.00	£	-
17/03/2016	Andy Muskett	street light maintenance	£	346.56	£	57.76
17/03/2016	Wingrave parish Church	Church clock repair cost	£	196.00	£	-
17/03/2016	Combat Fire	Emergency Lighting inspec & Repair- Sports club	£	205.80	£	34.30
17/03/2016	Office Innovations	NP printing and webupdates	£	46.80	£	7.80
21/03/2016	BALC	CANCELLED	£	-	£	-
23/03/2016	Andy Muskett	street light maintenance	£	346.56	£	57.76
23/03/2016	Rebecca Biley	Clerk wages & Expenses	£	748.11	£	-
23/03/2016	HMRC	Tax & NI	£	17.19	£	-
23/03/2016	slcc	Training clerk	£	114.00	£	19.00
31/03/2016	EON	Lighting Charges	£	247.64	£	41.27

Payment Type	Sum of Inc. VAT	Sum of Ex. VAT	Sum of VAT
(blank)	£11,903.87	£11,903.87	£0.00
3Audit	£1,260.00	£1,095.00	£165.00
AVALC	£20.00	£20.00	£0.00
Bucks Playing Fields Association	£20.00	£20.00	£0.00
Clerk's Pay	£7,507.34	£7,507.34	£0.00
Election Fund	£130.00	£130.00	£0.00
Electricity	£3,050.80	£2,542.33	£508.47
Emptying Dog Waste Bins	£813.60	£678.00	£135.60
General Reserve	£5,200.00	£5,200.00	£0.00
Insurance	£3,320.26	£3,320.26	£0.00
Maintenance	£1,386.24	£1,155.20	£231.04
Maintenance Infrastructure Fund	£2,251.80	£1,876.50	£375.30
NALC/BALC	£221.96	£221.96	£0.00
Neighbourhood Planning	£10,792.26	£9,034.00	£1,758.26
Office Equipment Fund	£778.30	£648.58	£129.72
Office Maintenance/Administration	£867.12	£735.10	£132.02
Parish Church Cemetery Grant	£1,464.85	£1,295.04	£169.81

Signed by Chairman

Parish Handyman	£704.50	£704.50	£0.00
Parish Maintenance	£3,174.00	£2,811.50	£362.50
Remembrance Day Wreath	£18.00	£18.00	£0.00
SLCC	£111.00	£111.00	£0.00
Sports Facilities Maintenance Fund	£799.48	£716.23	£83.25
Traffic Calming Fund	£262.98	£221.48	£41.50
Training	£272.57	£253.57	£19.00
URC Cemetery Grant	£350.00	£350.00	£0.00
Wingrave Community Association	£4,000.00	£4,000.00	£0.00
Wingrave Heritage Association	£600.00	£600.00	£0.00
Wingrave Park Rent	£944.24	£944.24	£0.00
WWRSAL Management Fee	£2,500.00	£2,500.00	£0.00
Grand Total	**£64,725.16**	**£60,613.70**	**£4,111.46**

£10,000 of this was an inter-account transfer which had to be made by cheque.

2016/2017 Accounts

01/04/2016	payments from 2015-16 accounts	Unpresented 2015-16 payments	£	-
11/04/2016	Horwood & James	Devolution Comtract assessment	£	360.00
11/04/2016	SLCC	SLCC membership	£	118.00
11/04/2016	Russell Bigwell	Handyman Duties	£	66.00
01/04/2016	Grundon	Waste collection from Church	£	97.00
18/04/2016	Office Innovation	office supplies	£	61.80
28/04/2016	Rebecca Biley	Clerks pay and expenses	£	735.26
28/04/2016	HMRC	Tax & NI	£	17.19
28/04/2016	Heritage Society	1 of 2 payments annual grant	£	200.00
28/04/2016	WCA	1 of 2 payments annual grant	£	2,000.00
28/04/2016	URC	Annual Grant	£	350.00
28/02/2016	WWRSAL	Annual Grant	£	2,250.00

All payments approved by the council

Signed by Chairman

13. Clerks Report

The clerk gave details of items within her report and it was agreed to include in the Communique an update on the gates to styles project, devolution and advise that a report would be made available on the recent meeting with Cala homes. It was also agreed the Clerk would revisit the licence agreement with the Perriwigs property and would remove the No Through road sign details for Nup End Lane.

The clerk gave a verbal report on the most recent updates from BCC in relation to lines for the bus turning point and the request for a safety mirror at Mill Lane / Dark Lane. It was confirmed that no action could be taken on these issues as they do not meet the criteria set by BCC.

Meeting ended at 21.55

Signed by
Chairman

Appendix: Styles to Gates

The Parish Council have been approached with a view to replacing stiles with gates.

The request has been made with a view to improving access to the village walk. The gates would allow more residents to enjoy the walk and views afforded by this loop around the village. A request has been made for 8 gates. Gates can be purchased from Buckinghamshire Rights of Way at a cost of £250 per gate – this price is for a fully installed gate and they operate a buy one get one free scheme.

Encouraging and enabling visitors to get out and exercise seems like a good thing to be doing.

If we were to install all 4 gates this would represent a cost to the parish council of £1000

2 of the gates are listed as desirable (see attached map) but not essential

If the PCC budget cannot fund all 8 (£1000) then I suggest that we fund 6 (£750) and look to the ramblers etc to raise funds for the final 2 gates – we would only need them to raise £250 which does not seem unachievable – there may even be a resident of the village willing to fund a gate.

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Signed by
Chairman