



# Minutes of Parish Council Meeting

Held on Tuesday 12<sup>th</sup> November 2019

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Chairman: Councillor Mrs V Lynch  
Councillors: Councillor Mr D Clements, Councillor Mr C Harrison, Councillor Dr Hannah Price and Councillor Mr J Pugh  
Apologies: Councillor Mr D Neave  
Clerk Mrs R Biley  
Attendance: District Councillor Mr P Cooper  
Parishioners: 10  
By Invitation: WWRSAL Chair, Mr G Chater

## 1. Apologies for absences

Apologies were received and accepted from Councillor Lawrence and Councillor Neave.

## 2. Disclosure of interest on items in agenda

Councillor Clements registered his interest in Item 8. Councillors Price and Harrison registered their interest in Item 13.

## 3. Comments from District and County Councillor and Police

Councillor Glover was unable to attend but submitted a short report for the Council. This is included the proposed road works for the next financial year, which are as follows;

### 2020

- Aylesbury Road, Rowsham- targeted structural repair- conventional micro
- Church Street and Lower End- whole length- conventional micro
- Nup End Lane- conventional micro

### 2021

- Mill Lane and Moat Lane- whole length- conventional inlay

### 2022

- Castle street and Chiltern Road- Micro

It was also advised that the priorities consultation for the new Buckinghamshire Council will run until 25<sup>th</sup> November and they are asking everyone to give their views and to remain vigilant against scams.

Councillor Cooper attended between items 6-7 and gave his report.

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Signed by  
Chairman

Councillor Cooper agreed to speak on behalf of the Parish Council at committee in relation to the planning application for the Old Garage, Wingrave.

Unitary council is almost at the stage where AVDC no longer exists, although the official cessation date is 31<sup>st</sup> March 2020. Financial studies have been completed and they will be looking to split county into committees, no decisions have been made as yet, but committees will have individual budgets.

Budgets have been put together ready for February and it is confirmed the new Unitary building will be the AVDC building at Gatehouse Way. The new Council commences on 1<sup>st</sup> April 2020, but existing Councillors will stay in place until the election in May. Those elected will stay for a 5-year term, this will revert back to a 4-year term at all subsequent elections. Councillor Cooper confirmed that there will likely be a disruption to services / contact with AVDC officers due to the changeover in the coming months.

It is thought that devolved services will expand under the Unitary Council and AVDC have also declared a climate emergency.

Q) Will the recycling centres continue to charge, given the increase in fly tipping?

A) That will have to be concluded by the new Council.

#### **4. Sign off Parish Council Meeting Minutes**

##### **4.1 Parish Council Meeting 8<sup>th</sup> October 2019**

The minutes of the Parish Council meeting held on 8<sup>th</sup> October were approved and signed as an accurate account of proceedings.

#### **5. Planning**

##### **5.1 19/03671/APP**

- **4 Leaders Close Wingrave Buckinghamshire HP22 4QJ  
Two storey front and side extensions**

Councillor Lynch gave an overview of the application and confirmed that this is an amendment to a previous application reviewed by the Council.

Councillor Lynch proposed that the Council register no objections to this application. This was approved by Councillors by unanimous vote.

#### **6. WRSAL Report**

##### **6.1 General**

##### **6.2 Financial**

##### **6.3 Recreation Pavilion**

Chair of WRSAL Mr G Chater attended and delivered reports on WRSAL. It was advised that there had been successes in WRSAL's governance and transparency but there was still some way to go. There was a need to concentrate on subs and the management agreement going forward. Lack of volunteers was proving to be a major issue and whilst the facilities were excellent and the number of users had increased, the financial challenges before them means there is a need to adapt.

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Signed by  
Chairman

Councillor Clements noted that the Club model was not working. With the number of users, they could look at going to a Volunteer model such as Bowls Clubs do. Mr Chater confirmed they would be looking at increasing fees but that the club was a separate entity and had recently undergone a change in Chairman, who they would be working closely with going forward. They were also looking to review the bar manager contract, with a much stronger service agreement, which would be reviewed annually, there are a number of models to explore going forward.

Councillor Lynch thanked Mr Chater for his report and noted that there is a huge cost to both WWRSAAL and the Parish Council to keep the facilities running.

Mr Chater requested that a formal working group be formed to undertake the Old Pavilion project that was much needed.

The Clerk requested that the Council withhold its decision on this until items 7 & 8 had been discussed.

Full reports from WWRSAAL available as an appendix.

## **7. S106 Wording approval for Twelve Leys and Leighton Road developments**

Councillor Lynch advised the Council that it had the opportunity to review the legal wording for the S106 wording for the proposed developments at Twelve Leys and Leighton Road.

The proposed wording put forward was as follows;

*Improvements, upgrading or provision of skate park, sports pitches pavilion, MUGA and floodlights or outdoor fitness equipment at Wingrave Park and/or improvements to open space and provision of play equipment at Twelve Leys Green and/or improvements, upgrading or provision of pavilion, bowls clubhouse, sports pitches and lawns, outdoor fitness equipment, access and car parking at Wingrave Recreation Ground and/or car parking improvements at the Green Wingrave.*

It was proposed that car parking at Wingrave Park also be included. Councillor Lynch proposed that the wording be accepted, with the suggested amendment. This was approved by all councillors.

## **8. S106 Priorities Agreement**

Councillor Lynch introduced the item and advised that she was of the opinion that the Pavilion at the Recreation Ground and the Bowls Club were the Council's highest priority, with the Pavilion taking precedent.

Councillor Clements noted that the Bowls Club may be further along the process than those responsible for the Pavilion refurbishment.

Permission was granted for WWRSAAL to set up a working group with Councillor Pugh as Council representative.

Councillor Lynch noted the need for both the Pavilion working group and the Bowls club to work together to identify the best way forward, particularly given the crossover of funding schemes that both parties would be looking to access.

The Parish Council agreed this should be the next steps and further decisions would be made once more information was available.

### **9. VE Day Celebrations- Councils plans**

The Clerk advised she had been contacted by the Heritage Association about its plans for VE day celebrations next year. The Clerk proposed that a Councillor join talks with interested parties and return with a proposal for the Council to discuss. Councillor Harrison agreed to be the Parish Council representative and was asked to contact the Chair of WWRHA.

### **10. Skip request for the Green Car Park**

The Clerk informed the Council that she had received a request for a skip to be placed at the Green car park for a duration of three days between 6<sup>th</sup> and 9<sup>th</sup> of December. It was noted that the Parish Council had previously approved such requests. The Council voted to grant permission but that the access gate to the Recreation Ground must be kept clear at all time.

### **11. Gate to the Recreation Ground - feedback**

The Clerk discussed feedback from a resident who was unhappy with the recent addition of a spring to make the pedestrian gate from the Green car park to the Recreation Ground, self-close. The Clerk attended the gate and felt the spring was not an issue but that the approach (Recreation Ground side) was uneven, narrow and posed a slip hazard in winter. The purpose of having the gate self-close was to improve the safety of the users of the Recreation Ground, in particular to stop children from being able to run straight into the car park.

### **12. Approach to the Recreation Ground**

Leading on from the above item, Councillor Lynch proposed that the Council gain quotes to improve the access to the Recreation Ground from the above gate to allow safer access. This was approved by unanimous vote. The Clerk agreed to begin getting quotes in for this work.

### **13. WARGAS - request to extend Kirby terms of spend**

The Clerk asked the Council to consider whether it would agree to extend the spending terms of the award made to WARGAS from the Kirby Memorial Fund as they were unlikely to complete the project within the proposed timescale, but good progress had been made.

The Council approved to extend the period of spend indefinitely for this project.

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Signed by  
Chairman

## 14. Play Around the Parish 2020

The Clerk fed back on the 2019 Play Around the Parish event and advised we have the option for an early booking price with AVDC, however they no longer offer the 3-hour session and pricing is now £360 (discounted price) for two hours.

The Council wishes to support this event and voted unanimously to agree a 2-hour session under the early booking option.

## 15. Playground Update

### 15.1 Update

Councillor Clements advised that the plans were agreed in August, groundworks had been completed on the site and installation was due to begin in November. Unfortunately, a question was raised over the Council's ability to grant itself planning permission under permitted development rights on the basis that it was within a conservation area. Discussions with AVDC had not been successful and the Council had been advised to submit a request for pre-planning advice. It was confirmed that until this was received, no installation could take place.

### 15.2 Maintenance agreement

The Clerk requested the Council to consider what maintenance of the playground they wished to undertake, if any.

The Council resolved to go for option 2 which included a thorough operation inspection and service of equipment, renewal of worn moving parts and full report for chargeable works as well as an annual inspection of entire play area by independent RPII inspector and report at a cost of £420 ex vat.

## 15 Accounts

### 15.1 Request to purchase chiller on behalf of WWRSSC

The Clerk informed the Council they had been asked to purchase equipment on behalf of WWRSSC in order to reclaim VAT. It was resolved to purchase the equipment, up to the value of £1629.

### 15.2 Payments since last meeting

All payments were accepted by Councillors

09/09/2019	Tony Lambourne	August Handyman work	Environment Committee	Parish Handyman	£220.00	£220.00
09/09/2019	Macemain and Amstad	replacement bus shelter	Capital Costs	General Reserve	£4,411.00	£5,293.20
16/09/2019	PKF Littlejohn	Audit Costs	Administration	Audit	£400.00	£480.00

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Chairman

16/09/2019	Ironwill	Iron repair work	Environment Committee	Parish Maintenance	£1,950.00	£1,950.00
24/09/2019	Came & Co	Insurance	Administration	Insurance	£3,272.90	£3,272.90
30/09/2019	Rebecca Biley	Clerks pay & expenses	Administration	Clerk's Pay	£789.07	£789.07
30/09/2019	HMRC	tax and ni	Administration	Clerk's Pay	£7.90	£7.90
30/09/2019	MW AGRI	Abbots Way Cuts	Environment Committee	Provision for Devolved Tasks	£60.00	£72.00
30/09/2019	MW AGRI	September Devolved	Environment Committee	Provision for Devolved Tasks	£450.42	£540.50
01/10/2019	AVDC	September bin empty	Community Groups	Parish Church Cemetery Grant	£28.80	£28.80
01/10/2019	Pratts	Park Rent	Management	Wingrave Park Rent	£275.00	£275.00
10/10/2019	Combat Fire C/O RBS Finance	Risk assessments	Capital Costs	Sports Facilities Maintenance Fund	£600.00	£720.00
11/10/2019	EON	October Statement	Street Lighting	Electricity	£128.22	£134.63
24/10/2019	Tony Lambourne	Handyman Services	Environment Committee	Parish Handyman	£186.00	£186.00
24/10/2019	Robin Perkins	Drop Kerb Installation-Wingrave Park	Capital Costs	Sports Facilities Maintenance Fund	£878.00	£1,053.60
24/10/2019	Wingrave Heritage Society	2 of 2 grant payment	Community Groups	Wingrave Heritage Association	£312.00	£312.00
24/10/2019	WCA	2 of 2 grant payment	Community Groups	Wingrave Community Association	£2,500.00	£2,500.00
25/10/2019	Creative Play	40% deposit for playground	Community Groups	Kirby Memorial Fund	£27,018.40	£32,422.08
31/10/2019	MW AGRI	October devolved	Environment Committee	Provision for Devolved Tasks	£450.42	£540.50
01/11/2019	AVDC	Church bin empty	Community Groups	Parish Church Cemetery Grant	£26.70	£26.70
05/11/2019	MW AGRI	Playground Groundworks	Community Groups	Kirby Memorial Fund	£11,407.00	£13,688.40
05/11/2019	AVDC C/O Rebecca Biley	Pre-planning advice	Community Groups	Kirby Memorial Fund	£326.67	£392.00
05/11/2019	Chiltern Lifts	Lift service at Park	Capital Costs	Maintenance Infrastructure Fund	£137.16	£164.59
06/11/2019	RBL	Poppy wreath	Section One Three Seven	Remembrance Day Wreath	£18.00	£18.00

### 15.3 Accounts reconciliation

The Clerk presented a complete year to date reconciliation and advised there was a discrepancy of 0.05p. The Council accepted the reconciliation.

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Signed by  
Chairman

The Clerk also presented an overview of accounts and noted that there was a concern with the current overspend for handyman services. It was concluded that all further work must be submitted with a time estimation before being completed. The Clerk agreed to advise the handyman.

Reports are available as an appendix.

## **16 Clerk's Report**

The Clerk's report was accepted by Councillors, the following were noted by the Clerk:

- The ground at the Rec was badly damaged during groundworks but repair must wait until weather gets colder and it dries out.
- Temporary patch has been completed on A418, Rowsham by TfB.
- No news yet on when the subsidence on Leighton Road will be but likely to be next financial year.

Councillors asked for an update to the playground be included in the next communique, as well as updates on road surfacing.

## **17 Meeting Dates for 2020**

Meeting dates for 2020 were approved by councillors and are available as an appendix.

**Meeting Ended 22.00**

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Signed by  
Chairman

## Appendix 1- WWRSSAL General Report

### WWRSSAL General Quarterly Update – Parish Council Meeting 12 November 2019

Below is a summary update for WWRSSAL covering the first quarter since its 2019 AGM:

#### What WWRSSAL has done to date:

- 1) WWRSSAL has resolved its Membership of the Committee and complying with GDPR and Safeguarding requirements for our membership;
- 2) WWRSSAL continues to systematically manage its core maintenance and maintenance budgets for the upkeep of the Park and Rec sports fields, courts and facilities;
- 3) WWRSSAL has improved its financial governance and reporting systems to better control finances and improve transparency, as well as securing improved insurance policies and better understanding of the cover provided under the policies;
- 4) WWRSSAL has submitted its Charities Commission submission for the 2019 year-end;
- 5) WWRSSAL has sought and received advice on casual employments and set in motion an up to date 'IR35' compliant contract to replace existing contracts for key service providers.

#### What WWRSSAL has still to do:

- 6) WWRSSAL is embarking on standardising its Affiliation and Associated fee structures to each of the clubs, and in doing so creating an annual "contract" between each club and WWRSSAL;
- 7) The same exercise needs to be undertaken with the Management Agreement between the Parish Council and WWRSSAL, such that the roles and responsibilities for both organisations are articulated;
- 8) The ongoing core maintenance activities undertaken by WWRSSAL is relentless, and some overdue major maintenance works to hedges and facilities will also need to be planned for and co-ordinated in conjunction with the Parish Council's own maintenance activities.
- 9) WWRSSAL also needs to reinvigorate its funding streams including the WWRSSAL Bar (at the Park), and key events including the Fete;
- 10) WWRSSAL is commencing an ambitious and inclusive project to renew the Rec Ground Pavilion facilities to address the shortfalls of the existing facility; and
- 11) WWRSSAL has been approached by a small group who want to transform the mound at the Park to create a BMX / model car track – now approved but waiting for appropriate weather.

#### The Challenges Ahead:

- 12) We have lost a few key volunteers who have been instrumental in running the Park facilities over the last quarter, as they have stepped down to focus on other things. Our core band of volunteers is getting both older and thinner in number. On top of that, it is foreseeable that WWRSSAL is going to have to find ways of increasing its revenues in order to maintain the current status quo;
- 13) WWRSSAL must get smarter and more business-like in the way it runs its management committee and the functions of WWRSSAL. Simply asking more from our volunteer membership isn't going to work, so WWRSSAL needs to be creative in its fund-raising efforts;

14) WWRSAL's financial state cannot be described as healthy. Our traditional fund-raising and revenue streams from the WWRSASC Bar is on a serious decline due (in part to changing public leisure habits and also in part to a reinvigoration of alternative commercial options in the village providing a better offering than WWRSASC's Bar). Additionally, the WWRSASC Bar, Kitchen and Refrigeration systems will need serious investment in the near future to remain useable, meaning critical decisions about WWRSASC's operations will need to be made over the next year.

Upcoming WWRSAL Meeting Agenda's and Key Dates:

<b>18<sup>th</sup> November 2019</b>	<b>– 2020 Budget Review</b>
<b>20<sup>th</sup> January 2020</b>	<b>– Management Agreement Review</b>
<b>16<sup>th</sup> March 2020</b>	<b>– Maintenance / Spring Clean-up Actions</b>
<b>18<sup>th</sup> May 2020</b>	<b>– Fund Raising / Fete Preparation</b>
<b>5<sup>th</sup> July 2020</b>	<b>– Provisional Date for Fete</b>
<b>20<sup>th</sup> July 2020</b>	<b>– AGM 2020</b>

Attachments:

- a) "WWRSAL Treasurer's Financial Report 01st April 2019 – 30th September 2019"
- b) "2019 09 17 WWRSAL AGM NOMINATIONS & COMMITTEE REPRESENTATIONS FINAL"

## Appendix 2- WWSAL Financial Report

### Financial Report 01<sup>st</sup> April 2019 – 30<sup>th</sup> September 2019

Mr M N Turner relinquished the post of WWSAL Treasurer on 22<sup>nd</sup> July 2019 and was replaced by Mr R E Bradbury

Previous annual accounts had been prepared using the Accruals Accountancy Procedures. These were presented by Mr Turner at the General Committee meeting on 13<sup>th</sup> May 2019 but had not been signed off by an Independent Reviewer.

The 2018/2019 Accounts were finally presented to the General Committee in Mr Turner's absence on 22<sup>nd</sup> July 2019, duly signed off by Mr R Moore as an Independent Reviewer, and were unanimously accepted in the presence of Parish Council representatives.

In summary there had been an excess of income over expenditure of £2728 with £5453 held in a current bank account and £11413 in a COIF reserve account. It was necessary to write off £325 of bad and irrecoverable debt and an accommodation was agreed with Wingrave Football Club to allow for unplayable conditions caused by surface cracking.

Subsequently other debts have been collected and creditors paid.

Henceforth the intention is to run a Cash Accountancy system accurately detailing income and expenditure in the current year and producing a performance balance sheet unhindered by creditors and debtors and reflective of budgetary compliance.

Wingrave with Rowsham Sports and Social Club presented their Annual Accounts at their AGM held on 22<sup>nd</sup> July 2019. A Bar Profit of £4667 was reduced to £667 after £1551 of expenditure on behalf of WWSAL and a balancing cheque provided of £2449. The budgeted amount of £5000 was reduced to a contribution to WWSAL of £4000 due lower profit.

Income for Q1 and Q2 combined in FY2019/2020 is £6054 and expenditure £6410. Bank account reconciliation is skewed by the Accruals convention operating in 2018/2019.

Major expenditures to date:-

Electricity	£1101
Gas	£ 598
Water	£ 219
Cleaning	c£3000
Maintenance	£ 336
Insurance	£1157
Total	£ 6410

Major income to date:-

PC Grant	£2500
Club Subs	£3160
Floodlights	£ 158
Launch Fees	£ 180
Cash and refunds	£ 56
Total	£6054

Some further balancing of 2018/19 creditors / debtors may slightly improve the situation.

Anticipated future Income of £4K from Social Club, £1K from Hiring Fees and £1.5K from Club Subs

Anticipated future Expenditure £3K cleaning, £2K Maintenance, £2K utilities combined,

No Fete Income thus anticipated shortfall £1K. Social Club Report awaited.

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Signed by  
Chairman

### Appendix 3- Accounts Reconciliation

Bank Account Reconciliation  
01/04/2019 to 31/10/2019

statement  
Date                      Notes

**Statement Closing Balance**

Current Account	54,420.52	01/11/2019
Reserve Account	70,208.53	01/11/2019
Kirby	213,411.84	01/10/2019

Unpresented payments

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Total

Receipts Not Banked / Cleared

Reconciliation

	Current	Reserve	Kirby
Starting Balance	30,581.20	70,138.57	209,769.66
Income & Transfers	82,891.42	69.96	3,642.18
Reconciled Payments	-59,052.15	0.00	0.00
Unpresented Cheques	-47,252.28	0.00	0.00
Unpresented income	0.00	0.00	0.00
<b>Total</b>	<b>54,420.47</b>	<b>70,208.53</b>	<b>213,411.84</b>
Statement Balance	54,420.52	70,208.53	213,411.84
Difference	-0.05	0.00	0.00
<b>Total</b>	<b>7,168.19</b>	<b>70,208.53</b>	<b>213,411.84</b>

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Signed by  
Chairman

## Appendix 4- Accounts Overview

Payment Group	Payment Type	Agreed 2018-19	Budget 2019-20	Reserve Funds	Spend to Date	Balance
Administration	Clerk's Pay	£ 9,100	£ 9,300	£ -	£4,664.24	£ 4,636
Administration	Office Maintenance/Administration	£ 600	£ 740	£ -	£531.40	£ 209
Administration	Training	£ 300	£ 300	£ -	£83.10	£ 217
Administration	Insurance	£ 3,300	£ 3,300	£ -	£3,272.90	£ 27
Administration	Audit	£ 600	£ 581	£ -	£777.50	-£ 197
Administration	Legal fees	£ 300	£ 300	£ -	£0.00	£ 300
Capital Costs	General Reserve	£ 5,000	£ 4,170	£ 35,843	£5,794.09	£ 34,219
Capital Costs	Maintenance Infrastructure Fund	£ 1,600	£ 1,404	£ -	£1,568.95	-£ 165
Capital Costs	Traffic Calming Fund	£ 200	£ 80	£ 13,849	£213.20	£ 13,716
Capital Costs	Office Equipment Fund	£ -	£ -	£ 1,189	£0.00	£ 1,189
Capital Costs	Sports Facilities Maintenance Fund	£ 1,000	£ 1,000	£ 38,618	£1,773.60	£ 37,844
Capital Costs	Neighbourhood Planning	£ -	£ -	£ 2,351	£1,320.00	£ 1,031
Community Groups	Wingrave Community Association	£ 5,000	£ 5,000	£ -	£5,000.00	£ -
Community Groups	Wingrave Heritage Association	£ 612	£ 624	£ -	£624.00	£ -
Community Groups	Parish Church Cemetery Grant	£ 600	£ 600	£ -	£283.95	£ 316
Community Groups	URC Cemetery Grant	£ 350	£ 350	£ -	£350.00	£ -
Community Groups	Play around the Parish	£ 400	£ 380	£ -	£456.00	-£ 76
Community Groups	Kirby Memorial Fund		£ -	£ 232,222	£64,031.17	£ 168,191
Environment Committee	Parish Maintenance	£ 3,907	£ 3,900	£ -	£4,679.95	-£ 780
Environment Committee	Parish Handyman	£ 1,200	£ 800	£ -	£1,397.96	-£ 598
Environment Committee	Emptying Dog Waste Bins	£ 1,200	£ 1,035	£ -	£0.00	£ 1,035

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Environment Committee	Provision for Devolved Tasks	£ 3,800	£ 4,500	£ 6,845	£4,364.33	£ 6,981
Environment Committee	Tree Maintenance	£ 1,500	£ 1,500	£ 2,440	£276.00	£ 3,664
Management	WWRSAL Management Fee	£ 2,500	£ 2,500		£2,500.00	£ -
Management	Wingrave Park Rent	£ 945	£ 1,100	£ -	£825.00	£ 275
Misc.	Election Fund	£ -	£ -	£ 1,585	£0.00	£ 1,585
Section One Three Seven	Remembrance Day Wreath	£ 20	£ 20	£ -	£18.00	£ 2
Section One Zero Six	Section 106	£ -	£ -	£ 139,693	£0.00	£ 139,693
Street lighting	Electricity	£ 3,100	£ 3,100	£ -	£960.35	£ 2,140
Street lighting	Maintenance	£ 3,000	£ 3,000	£ -	£0.00	£ 3,000
Subscriptions	NALC/BALC	£ 275	£ 275	£ -	£243.20	£ 32
Subscriptions	SLCC	£ 121	£ 121	£ -	£136.00	-£ 15
Subscriptions	AVALC	£ 20	£ 20	£ -	£0.00	£ 20
<b>Total</b>		<b>£ 50,550</b>	<b>£ 50,000</b>		<b>£106,144.89</b>	

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Signed by  
Chairman

**Appendix 5- Meeting Dates 2020**

**Available separately as a PDF.**