



# Minutes of Parish Council Meeting

Held on Tuesday 14<sup>th</sup> July 2020  
Remote Zoom Meeting

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Chairman: Councillor Mrs V Lynch  
Councillors: Councillor Mr D Clements, Councillor Mr C Harrison, Councillor Mrs M Lawrence, Councillor Mr D Neave, Councillor Dr H Price and Councillor Mr J Pugh  
Apologies: Councillor Mrs M Lawrence  
Clerk Mrs R Biley  
Attendance:  
Parishioners: 5  
By Invitation: Mr G Chater

## 1. Apologies for absences

Apologies were received and accepted from Councillor Lawrence. It was noted that Councillor Price attended a Community Boards meeting and would join later if possible.

## 2. Disclosure of interest on items in agenda

Councillor Clements and Councillor Harrison registered interests in item 7, Bowls Club and Pavilion Projects due to their affiliation with the respective clubs.

## 3. Reports from Buckinghamshire Councillors and the Police

Due to a scheduling conflict, Buckinghamshire Council representatives were unable to attend.

## 4. Sign off Parish Council Meeting Minutes

### 4.1 Parish Council Meeting 19<sup>th</sup> May 2020

### 4.2 Parish Council Meeting 16<sup>th</sup> June 2020

The minutes of the meeting held on 16<sup>th</sup> June 2020 were signed as an accurate account of the meeting.

The minutes of the meeting held on 19<sup>th</sup> May 2020 were introduced by Councillor Lynch and it was noted that Councillor Price objected to the wording of "At its meeting in November 2019 it had approved the project as 1st call on s.106 monies" as she felt this was inaccurate. However, as the statement was an accurate verbatim record of the 19<sup>th</sup> May meeting, the Clerk pointed out that it must form part of the minutes and could not be deleted or amended. Councillor Lynch asked Councillors whether they approved that the minutes were an accurate account of the last meeting to which Councillors voted unanimously in agreement.

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Chairman

Councillor Lynch asked Councillors to address Councillor Price's point separately, as it referenced the clarity of the Council's intentions from its meeting in November 2019. Councillors were asked whether they fully supported the project for the replacement of both the Bowls clubhouse and the Pavilion at Wingrave Recreation Ground and that the project would have first call on S106 money. Councillor Neave, Councillor Pugh and Councillor Lynch approved the motion by unanimous vote, Councillor Clements and Councillor Harrison did not vote due to the interests registered in item 2.

**The Council RESOLVED to give its full support and consent to the Pavilions project and to the allocation of funds to its cost on the basis set out in the previously approved project terms of reference as a 1<sup>st</sup> priority for the use of S106 monies.**

## **5. Planning**

### **5.1 20/01961/ALB**

- **13 Mount Tabor Stables Leighton Road Wingrave Buckinghamshire HP22 4EW**
- **Repointing of the dwelling**

Councillor Lynch gave an overview of the application and advised there were no objections on the Planning portal.

Councillor Lynch proposed the Council registered no objections to this application, this was approved by unanimous vote.

**The Council RESOLVED to register no objections to this application.**

### **5.2 20/02153/ACL**

- **North Wing And West Wing Home Farm Manor Road Rowsham Buckinghamshire HP22 4QP**
- **Application for a Lawful Development Certificate for an existing development of use of building (dwelling house) as three self-contained dwelling houses.**

Councillor Lynch gave an overview of the application and referred to Councillor Neave as a resident of Rowsham for comment. Councillor Neave confirmed that the current use had been in place for over 20 years and the Council had no reason to object now. Councillor Lynch proposed that the Council register no objections to this application, this was approved by unanimous vote.

**The Council RESOLVED to register no objections to this application.**

## **6 Stiles to gates Parishioner request - WIN20/2**

The Clerk advised that she had been approached by a parishioner looking for Council support to change two stiles to gates on footpath WIN20/2 between Upper Wingbury and Lower Wingbury Farm. It was noted that the Parish Council had supported numerous similar transitions several years ago via the Ramblers Association which was driven by Parishioners. The Council would seek the task to be led by parishioners alongside a nominated Councillor.

The Clerk asked the Council whether it would support, in principal, the change to gates on this route subject to landowners and right of way approval, this was agreed by unanimous vote.

**The Council RESOLVED to support a change from Stiles to gates on footpath WIN20/2, the project being led Councillor Harrison.**

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Chairman

## **7 Pavilion and Bowls Club**

### **7.1 Update**

### **7.2 Terms of Reference Review of Document**

### **7.3 Review and Adoption of Tender Document**

Mr Gavin Chater, Chairman of WWRSAL delivered an update to the Council on the Pavilion side of the project, which included advising that the project team was ready to go out to tender for the services of an architect, subject to the review and approval of the tender document presented to the Council, it was noted that the document required a covering letter which included the indemnity requirement and payment terms.

Councillor Pugh agreed to work with Councillor Lynch to include the aforementioned items.

Councillor Neave advised that the Council at no point had resolved to give any space to a specific community group and therefore any mention of such should be removed.

Councillor Lynch proposed to adopt the tender document with the amendment/ removal of any reference to a specific recipient of community space and the inclusion of the necessary terms and conditions as mentioned above. This was approved by all councillors with voting rights - Councillor Pugh, Councillor Neave, and Councillor Lynch.

**The Council RESOLVED to adopt the tender document subject to the above amendment and the inclusion of appropriate terms and conditions.**

Councillor Neave set out before the Council its objective for the Terms of Reference document which was to keep the council fully informed but balanced with allowing the working groups to function. It was his opinion that the document need not be amended at this time but would be regularly reviewed and must be used by both working groups.

Councillor Clements suggested it should be a standing item agenda and that a list should be produced as to what must come back to the Council.

Councillor Pugh noted that some decisions may need a quicker resolution. The Clerk set out requirements for extraordinary meeting procedure.

**The Council RESOLVED to not amend the Terms of Reference document at this time and that project updates by both working groups and a review of the Terms of Reference document should become a standing agenda item for all full Parish Council Meetings. Approved by unanimous vote.**

## **8 Handyman Indemnity Insurance**

The Clerk advised that due to the adhoc nature of the handyman role it had been difficult to fill the position. Whilst she had found an individual interested who had the necessary skills and equipment to fulfil the position. However, cost of the correct indemnity cover made it untenable. The Clerk therefore proposed that the Council reimburse the person for the cost of the indemnity insurance at a cost of £174.48.

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Chairman

Councillor Lynch stated that the person must be available for the duration of the policy (one year). If during the 1-year duration of the policy the person should change their mind then the incumbent would make a pro rata payment to cover the remaining period.

**The Council RESOLVED by unanimous vote to reimburse£174.48 providing the person agrees with the conditions of availability or repayment.**

The Clerk then advise that the individual in question was Mr M Greaves and asked Councillors if they were content to appoint Mike as the new Village Handyman on purchase of the indemnity insurance.

**The Council RESOLVED by unanimous vote to appoint Mr M Greaves as its Village Handyman.**

## **9 Clerk Parental Leave**

The Clerk confirmed that the Council had informally agreed her request for two weeks annual leave and four weeks Parental leave from week commencing 20<sup>th</sup> July 2020 for which thanks were given. The Clerk asked the Council how it wishes to manage communication and actions over the next six weeks.

The Council agreed that the Clerk's mobile phone would be given to Councillor Clements to manage and that Councillor Lynch would speak to Office Innovation to find a solution for receiving / accessing emails and would be responsible for filtering down tasks to the Council.

## **10 Councillor Vacancy**

The Clerk advised that there was an interested candidate in the vacancy of Councillor, however, due to the time the vacancy had been available, that it should be advertised again and the vacancy co-opted at the Council's meeting in September.

## **11 Playground Opening- Update**

The Clerk gave an overview of the current position of the playground and the Government's guidelines. She noted that she had been made aware of a company providing a protective solution which would offer continuous protection against various virus and bacteria, including but not limited to Coronavirus. Given the current climate, the company in question was extremely busy so finalising the order had been tricky, but they had proposed a sprayer and portable generator at a cost of£350 ex vat. plus the solution at £40 ex vat per 5L, with a proposal to purchase 3 units to start. This would allow for a weekly spray by the handyman during the weekly visual inspection.

Councillor Pugh noted that the Council may have access to a generator by other means and offered to liaise with the company to get the order completed.

The Clerk then advised that in the interim she intended to include a box of cleaning supplies at the playground which included cleaning solution and blue roll / paper towel for individuals to clean the high touch points and would source a solution to clean regularly with such as Milton, this would be passed to the handyman. Signage would also be in place.

**The Council RESOLVED to approve up to£350 for the recommended cleaning equipment and a further£120 for the purchase of the solution and to open the playground on 20<sup>th</sup> July 2020 on the provision that the following were completed**

- a box of cleaning supplies would be provided
- an interim cleaning regime would be implemented
- sufficient signage would be erected

## **12 End of Year Accounts 2019/2020**

### **12.1Appointment of Internal Auditor for 19/20 and 20/21- D Martin**

**The Council RESOLVED to appoint Mrs D Martin as the internal auditor for 19/20 accounts and 20/21 accounts by unanimous vote.**

### **12.2Annual Governance Approval and Sign**

The Clerk read each Governance statement out to Councillors and asked Councillors whether they agreed with the statement.

Councillors confirmed they were content that the statements were true and accurate.

**The Clerk signed the Governance statement as the Responsible Financial Officer**

### **12.3Annual Accounting Statement Approval and Sign**

The Council approved the accounting statement and the Clerk signed. It was noted that due to the Covid-19 pandemic, the Clerk and Chair was unable to sign at the same time therefore the Chairman would sign at the earliest opportunity.

### **12.4Explanation of Variances Approval and Sign**

The Council approved the Variances

### **12.5 Accountants statement of Accounts Approval and Sign**

The Council approved the accountant's statement of the accounts and the document would be signed at the earliest opportunity.

## **13 Accounts General**

### **13.1Kirby Memorial Grants- Wingrave Players**

The Council was asked to consider an application for£15,000 from the Wingrave Players for the purchase of stage lighting and similar equipment. It was noted that the application met the criteria for the Kirby fund.

The Council discussed the application with a representative of the Players, Jon Beardmore and the following information was confirmed.

- The funds would allow further shows to be put on by the players
- The equipment would be made available to the Parish users of the WCA
- No contribution could be made at this time by the players due to a contribution already made to the WCA 2020 vision project for entertainment equipment

- Partial grant would not be worthless, but the full grant would be ideal.
- There are discounts to be had currently which may reduce the amount required
- A grant of £10,000 would be approximately 18% of the remaining Kirby Memorial
- The Council would be willing to purchase the equipment to reclaim VAT

Councillor Lynch asked Councillors to vote whether they were in favour of supporting an application from the Wingrave Players. Councillor Harrison, Councillor Pugh and Councillor Lynch voted in favour. Councillor Neave and Councillor Clements voted against. Councillor Price abstained as she joined part way through discussion from a different meeting.

Councillor Pugh proposed that a grant of £10,000 be made to the Players, with the Parish Council purchasing any items to reclaim VAT. Councillors voted 3 out of 4 in favour by Councillor Pugh, Councillor Harrison and Councillor Lynch, it was opposed by Councillor Clements. Councillor Neave and Councillor Price abstained.

**The Council RESOLVED to make a Kirby grant to Wingrave Players up to £10,000 for the purchase of stage equipment and would purchase equipment on behalf of the group in order to reclaim VAT.**

### 13.2 Payments Since Last meeting

The payments of the last meeting were approved by all Councillors

Date	Payee	Particulars of payment	Payment Group	Payment Type	Ex. VAT	VAT Rate
01/04/2020	Pratts Charity	Wingrave Park Rent	Management	Wingrave Park Rent	£275.00	0%
01/04/2020	MW Agri Ltd	March Devolved Services	Environment Committee	Provision for Devolved Tasks	£450.42	20%
01/04/2020	Office Innovation	Annual IT costs	Administration	Office Maintenance/Administration	£493.50	20%
14/04/2020	EON	April Electricity statement	Street Lighting	Electricity	£132.49	5%
20/04/2020	Bucks Council	Church Bin Emptying	Community Groups	Parish Church Cemetery Grant	£37.95	0%
23/04/2020	RBS Finance (Combat Fire)	Annual Fire Alarm and Light Inspection and Service	Capital Costs	Maintenance Infrastructure Fund	£95.00	20%
23/04/2020	A Weatherhead Drainage	Pump Service	Capital Costs	Maintenance Infrastructure Fund	£150.00	20%
23/04/2020	SLCC	Annual Subscription	Subscriptions	SLCC	£161.00	0%
23/04/2020	BALC	Annual Subscription	Subscriptions	NALC/BALC	£268.67	0%
23/04/2020	WCA	1st stage annual grant	Community Groups	Wingrave Community Association	£2,500.00	0%

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Date	Payee	Particulars of payment	Payment Group	Payment Type	Ex. VAT	VAT Rate
23/04/2020	Wingrave Heritage Association	1st stage annual grant	Community Groups	Wingrave Heritage Association	£318.00	0%
23/04/2020	WWRSAL	Management Fee	Management	WWRSAL Management Fee	£2,500.00	0%
30/04/2020	URC	Annual Grant	Community Groups	URC Cemetery Grant	£350.00	0%
30/04/2020	Rebecca Biley	Clerks April Pay and Expenses	Administration	Clerk's Pay	£960.88	0%
30/04/2020	HMRC	Clerk Tax & NI	Administration	Clerk's Pay	£ 57.79	0%
01/05/2020	MW Agri Ltd	April Devolved services	Environment Committee	Provision for Devolved Tasks	£450.42	20%
14/05/2020	EON	May Electricity Statement	Street Lighting	Electricity	£128.22	5%
15/05/2020	Zoom C/O Rebecca Biley	Zoom annual subscription	Administration	Office Maintenance/Administration	£119.90	20%
15/05/2020	Medisupplies	Volunteer supplied	Capital Costs	General Reserve	£221.85	20%
15/05/2020	Medisupplies	Volunteer supplied	Capital Costs	General Reserve	£147.90	0%
20/05/2020	Bucks Council	Church Bin Emptying	Community Groups	Parish Church Cemetery Grant	£ 26.70	0%
01/06/2020	MW Agri Ltd	May Devolved Services	Environment Committee	Provision for Devolved Tasks	£450.42	20%
03/06/2020	MW Agri Ltd	May Devolved Services top up of S/O	Environment Committee	Provision for Devolved Tasks	£ 11.27	20%
03/06/2020	Rebecca Biley	May Clerks Pay and Expenses	Administration	Clerk's Pay	£960.88	0%
03/06/2020	HMRC	Clerks Tax & NI	Administration	Clerk's Pay	£57.79	0%
03/06/2020	WCA	Kirby Final Grant Payment	Community Groups	Kirby Memorial Fund	£69,500.00	0%
09/06/2020	Playsafety	Skate park Playsafety report	Capital Costs	Maintenance Infrastructure Fund	£ 68.50	20%
09/06/2020	Helpful Hirings	Playground Fencing	Community Groups	Kirby Memorial Fund	£119.60	20%
09/06/2020	Helpful Hirings	Playground Fencing	Community Groups	Kirby Memorial Fund	£223.60	20%
12/06/2020	EON	June Statement	Street Lighting	Electricity	£132.49	5%

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Date	Payee	Particulars of payment	Payment Group	Payment Type	Ex. VAT	VAT Rate
17/06/2020	Rebecca Biley / Metal offcuts	Kitchen refurb	Capital Costs	General Reserve	£248.25	20%
17/06/2020	Appliances Direct	Kitchen refurb	Capital Costs	General Reserve	£308.28	20%
17/06/2020	AO Business	Kitchen refurb	Capital Costs	General Reserve	£963.33	20%
17/06/2020	Cater Kwk	Kitchen refurb	Capital Costs	General Reserve	£1,885.98	20%
18/06/2020	Bucks Council	Church Bin Emptying	Community Groups	Parish Church Cemetery Grant	£37.95	0%
18/06/2020	SDS London	Kitchen refurb	Capital Costs	General Reserve	£245.33	20%
18/06/2020	Adexa	Kitchen refurb	Capital Costs	General Reserve	£313.20	20%
18/06/2020	Rebecca Biley / LED Hut	Kitchen refurb	Capital Costs	General Reserve	£203.95	20%
30/06/2020	Rebecca Biley	June Clerks Pay and Expenses	Administration	Clerk's Pay	£960.88	0%
30/06/2020	HMRC	June Tax & NI	Administration	Clerk's Pay	£57.79	0%

Payment Group	Payment Type	Budget 2020-21	Reserve Funds	Additional Funds	Spend to Date ex VAT	Spend to Date inc VAT
Administration	Clerk's Pay	£12,270	£ -	£ -	£3,056.01	£0.00
Administration	Office Maintenance/Administration	£1,830	£ -	£ -	£736.08	£122.68
Administration	Training	£ 300	£ -	£ -	£0.00	£0.00
Administration	Insurance	£3,600	£ -	£ -	£0.00	£0.00
Administration	Audit	£ 800	£ -	£ -	£0.00	£0.00
Administration	Legal fees	£300	£ -	£ -	£0.00	£0.00
Capital Costs	General Reserve	£1,500	£41,754	£ -	£5,416.11	£878.03
Capital Costs	Maintenance Infrastructure Fund	£2,500	£ -	£ -	£376.20	£62.70
Capital Costs	Traffic Calming Fund	£100	£12,235	£ -	£0.00	£0.00
Capital Costs	Office Equipment Fund	£260	£40	£ -	£0.00	£0.00
Capital Costs	Sports Facilities Maintenance Fund	£1,500	£38,950	£ -	£0.00	£0.00
Capital Costs	Neighbourhood Planning	£ -	£1,251	£ -	£0.00	£0.00
Community Groups	Wingrave Community Association	£5,000	£ -	£ -	£2,500.00	£0.00
Community Groups	Wingrave Heritage Association	£624	£ -	£ -	£318.00	£0.00
Community Groups	Parish Church Cemetery Grant	£600	£ -	£ -	£102.60	£0.00

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Payment Group	Payment Type	Budget 2020-21	Reserve Funds	Additional Funds	Spend to Date ex VAT	Spend to Date inc VAT
Community Groups	URC Cemetery Grant	£350	£ -	£ -	£350.00	£0.00
Community Groups	Play around the Parish	£ 360	£ -	£ -	£0.00	£0.00
Community Groups	Kirby Memorial Fund		£ 147,564	£ -	£69,911.84	£68.64
Environment Committee	Parish Maintenance	£4,300	£ -	£ -	£0.00	£0.00
Environment Committee	Parish Handyman	£2,000	£ -	£ -	£0.00	£0.00
Environment Committee	Emptying Dog Waste Bins	£1,200	£ -	£ -	£0.00	£0.00
Environment Committee	Provision for Devolved Tasks	£3,500	£3,509	£ -	£1,635.02	£272.51
Environment Committee	Tree Maintenance	£ 336	£1,610	£ -	£0.00	£0.00
Management	WWSAL Management Fee	£2,500	£ -	£ -	£2,500.00	£0.00
Management	Wingrave Park Rent	£1,100	£ -	£ -	£275.00	£0.00
Misc.	Election Fund	£ -	£1,585	£ -	£0.00	£0.00
Section One Three Seven	Remembrance Day Wreath	£20	£ -	£ -	£0.00	£0.00
Section One Zero Six	Section 106	£ -	£139,693	£ -	£0.00	£0.00
Street lighting	Electricity	£3,100	£ -	£ -	£412.85	£19.66
Street lighting	Maintenance	£3,000	£ -	£ -	£0.00	£0.00
Subscriptions	NALC/BALC	£275	£ -	£ -	£268.67	£0.00
Subscriptions	SLCC	£150	£ -	£ -	£161.00	£0.00
Subscriptions	AVALC	£25	£ -	£ -	£0.00	£0.00
<b>Total</b>		<b>£53,400</b>			<b>£88,019.38</b>	<b>£1,424.22</b>

### 13.3 Reconciliations April- June

Reconciliations were approved and are available as appendices.

#### 13.4 Approve costs

##### 13.4..1 Repaint of Playground Railings £446.96

The Council **RESOLVED** by unanimous vote to approve the cost of the railing repainting to rectify the issues raised on the play safety report.

##### 13.4..2 Bus Shelter Repair-£300+vat

The Council **RESOLVED** by unanimous vote to carry out the repairs to the crossroads bus shelter at the A418 at a cost of £300+vat

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Chairman

### **13.4..3 Wingrave PTFA Scarecrow prize-£40 plus request to use the Green**

The Council **RESOLVED** to pay£40 to Wingrave PTFA for a prize and costs and for use of the Green for the duration of the festival. Please refer to last years terms and conditions.

### **13.4..4 Playground Bin empty quote-£90.88+vat per bin (x3) pro rata 20/21 £45.44**

The Council **RESOLVED** to approve the cost of bin emptying at Wingrave Recreation Playground at £45.44 per bin for the rest of the year, increasing to£90.88 from next financial year.

## **14 Traffic Action Group**

### **14.1Update**

Councillor Price delivered an update from the Traffic Action group which advised the following:

- Traffic Action continues to be an active group, meeting once per month, now via Zoom. We have three new members
- Enthusiasm in the group, and in the parish in general, for 20 mph limits remains very high
- A recent Facebook poll of local priorities (conducted in advance of the first community board meeting, separate to Traffic Action) saw 20 mph limits come top of the list of priorities (2nd was neighbourhood crime prevention, joint 3rd was safe cycling initiatives and wildlife-friendly initiatives such as leaving verges unmown).
- The group collected interesting data using the MVAS during lockdown, and has also been seeing (lockdown or not) traffic on Dark Lane being significantly higher entering the village than they are leaving the village
- A recent closure of the A418 caused significant quantities of traffic in Wingrave as a diversion route. Traffic Action members remember past diversions having a northbound/southbound routing, so that flow of traffic down small roads is smoother. Group members feel that this strategy should be reinstated, but pursuing this has been fruitless so far, with some concerns raised about tight bends in Aston Abbots and low-hanging trees on the road to Cublington.
- A reminder that the developers on the south side of Leighton Road confirmed in July 2018 that when the development final starts they intend to fund a speed indicator type sign

### **14.2 Dark Lane Signage**

Councillor Price advise the Council that they had received a project initiation document from Transport for Buckinghamshire (TfB) concerning signs and lines on Dark Lane. Dark Lane has for many years been a target area for the Traffic Action group since the signs and lines are inappropriate in warning people that there is no footway and oncoming vehicles will be in the middle of the road. TfB have concluded that the most effective way to reduce vehicle speeds / address HGV movements along this section of narrow road is to introduce the following measures:

- 4 No. 'Road narrows on both sides' signs with 'Oncoming vehicles in middle of road' supplementary plates
- Refresh of 2 No. existing 'SLOW' line markings
- Provision of 2 No. new 'SLOW' line markings
- Provision of edge of carriageway lining on both sides of the road between point A and point B

highlighted on the map below

Due to the narrow carriageway width, a road closure will be required to undertake the works

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Chairman

safely. The cost of this has been included within the document.

Total anticipated cost is £12872.32.

There is £12235 in the traffic calming fund according to the accounts.

There may be scope to get partial funding for this from the Community Boards, but this is very uncertain and will take time to pursue.

It was noted that it seemed unfair for the Parish Council to contribute 100% of the cost of these undertakings, particularly given some of the work is refresh work.

The Clerk proposed the Council approved 50% of the cost now with the view to negotiate the costs with TfB and the Community Boards and could look at making shortfall with Kirby Memorial Grant money if necessary.

**The Council RESOLVED by unanimous vote to approve £6436.16 from the Traffic Calming Fund to implement these measures. Any further allocation would need to be returned to Council for approval.**

### **15 The Green Car Park usage**

The Clerk advised she had been contacted by a couple of residents who were concerned with the volume of vehicles being parked in the Green Car Park by Wingrave Garage.

Councillor Pugh suggested an informal conversation to make them aware of the issue as an immediate response.

**The Council RESOLVED to speak with the garage informally by unanimous vote.**

### **16 Clerks Report**

The Clerk ran through her report, which included:

- Road repairs have been completed at Mill Lane, Church Street, Lower End and the subsidence at Leighton Road. Feedback has been very positive, just some remedial works on Church street that needed to be sorted which is being done through Councillor Cooper.
- Playground outstanding works (edging, turfing and entryways) is to be completed on w.c. 13<sup>th</sup> July. Councillor Clements has been in touch with installer as they had put a temporary fix on the tractor windows to allow the Council to open the facilities and there is some warping on a panel which will need to be addressed. The low railings have now been sanded and painted (this was picked up on last inspection)
- Police are continuing to monitor Wingrave Park for anti-social behaviour, no further reports at this time though.
- Skatepark inspection has been completed; will forward on separately. The actions should be passed on to new handyman. The new sign has been put up.
- Received quite a lot of requests to deal with nuisance overgrowth, have recently dealt with Nan Aires, Leighton Road and am in the process of dealing with Tattlers Hill. I have been asked to intervene on some domestic issues recently, these have been refused and they have been advised to speak directly with the household involved.

- Tree survey advisory deadlines are coming up, these will need to be chased in my absence.
- Will need to tender our devolved services this year as per our financial regulations and in readiness for our budget discussions in October / November. Could this be a priority in my absence?

**Meeting ended at 22.16**

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Signed by  
Chairman

## Appendices 1-3- Accounts Reconciliation Item 13.3

### Bank Account Reconciliation

April 1st-24th April

statement Date

Notes

Current Account	30,649.73	30/03/20- 24/04/20	
Kirby Account	124,405.80	01/04/20- 30/4/20	

### Unpresented payments

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Total

### Receipts Not Banked / Cleared

### Reconciliation

	Current	Kirby
Starting Balance	<u>£30,649.73</u>	£124,405.80
Income & Transfers	<u>£26,431.60</u>	£0.00
Reconciled Payments	-£7,465.43	-£466.16
Unpresented Cheques	£0.00	£0.00
Unpresented income	£0.00	£0.00
Statement Balance	£49,615.90	£123,939.64
<b>Total</b>	<b>£49,615.90</b>	<b>£123,939.64</b>

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