



# Minutes of Parish Council Meeting

Held on Tuesday 20<sup>th</sup> October 2020

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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:  
Clerk Mrs R Biley  
Attendance: Mr Gavin Chater and Mr Tim Jolley  
Parishioners: 7

## 1. Apologies for absences

There were no apologies for absence.

## 2. Disclosure of interest on items in agenda

Councillor Clements and Councillor Harrison registered interests in item 7.

## 3. Sign off Parish Council Meeting Minutes

### 3.1 Parish Council Meeting 22<sup>nd</sup> September 2020

### 3.2 Extraordinary Parish Council Meeting 29<sup>th</sup> September 2020

The minutes of parish Council meetings held on 22<sup>nd</sup> September 2020 and 29<sup>th</sup> September 2020 were approved as an accurate account and were signed by the Chairman as such.

## 4. Planning

### 4.1 20/03441/APP

- 3 Parsonage Farm Wingrave Buckinghamshire HP22 4RP
- Erection of a single storey rear extension

Councillor Lynch gave an overview of the application and proposed to register no objections to the application. Councillor Neave noted an error on the form which stated the volume of car parking space would be zero, as the application was a rear extension, this could not be the case. Councillors voted unanimously to register no objections. The Clerk agreed to note the error with the decision on the planning portal.

The Council **RESOLVED** to register no objections to the planning application.

## 5. Twelve Leys Working Group- Appointment of Chairman

It was noted that this item was deferred from the last meeting and that Councillor Clements had agreed to take on the appointment, this was approved by all councillors. The Clerk agreed to

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Chairman

arrange a meeting with Councillor Clements, Buckinghamshire Councillor Cooper, and herself to agree next steps. It was noted that the objective of the working group going forward would be to ensure the development was implemented smoothly and with as little disruption as possible.

The Council **RESOLVED** to appoint Councillor Clements as Chair of the new Twelve Leys Development working group.

#### 6. Tender approval for devolved services

- Quote A-£10,700
- Quote B- £7510.20 + VAT
- Quote C- £18,848 + VAT

Councillor Pugh set out the process for going out to tender for our contract for Devolved services. The tender team recommended Quote B as the most suitable option for our requirements. Councillor Lynch proposed the Council vote to award the contract to Quote B, this was approved by unanimous vote.

The Council **RESOLVED** to award its devolved services contract to Buckland Landscapes at an annual cost of £7510.20.

### 7. Bowls Club and Pavilion Projects

#### 7.1 Update

Mr Gavin Chater delivered his report on the progress of the working groups, which included advising that the groups had tendered for an architect and had independently recommended the same architect. Providing the architect was awarded both appointments, the cost would be £9,000 in total; £4,500 for each building.

The working groups also proposed that RIBA 2018 model contract for any works would be used and were looking for a contingency of £13,800 to cover services. This would take the projects up to the planning process. Mr Tim Jolley gave a breakdown of the anticipated costs and requested that the Council approved a maximum spend based on those figures. Councillor Neave asked whether any archaeological actions would only be performed if necessary, this was confirmed.

It was noted that the Parish Council had approved up to £250k in funding and that it was imperative that funds were not exceeded. Mr Chater advised that to seek match funding, the planning application must be in place.

Councillor Price stated that it was important that both buildings were to be as useful as possible to the widest range of users.

#### 7.2 Request to approve and instruct architect

The Parish Council **RESOLVED** to accept the working groups recommendation and appoint Blackwood Architects for both projects at a cost of £9,000 in total by unanimous vote. Councillor Clements and Councillor Harrison did not have voting rights as per their declaration of interests in item 2.

### **7.3 Agreement on the amounts allocated for expenditure on specialist services**

The Parish Council **RESOLVED** to approve £13,800 for services as detailed in the supporting document, from S106 funds by unanimous vote. Councillor Clements and Councillor Harrison did not have voting rights as per their declaration of interests in item 2.

### **7.4 Authority for expenditure of the overall amount agreed for the specialist services**

As above.

### **7.5 Agreement in principle to move electricity supply pole at rear of Bowls Clubhouse**

The Parish Council **RESOLVED** to support in principle the moving of the electricity supply to the rear of the clubhouse.

### **7.6 Agreement in principle to removal of coppiced bushes / trees along rear of Bowls Clubhouse**

### **7.7 Agreement in principle to trimming or removal of a young (field) maple tree at rear of bowls clubhouse**

### **7.8 Agreement in principle to extending new clubhouse to 1.5m towards fence boundary adjacent to the Recreation Ground**

Item 7.6, 7.7 & 7.8 were discussed together. Mr Jolley advised the Council that it was necessary to extend the current footprint 1.0M to the rear and 1.5M to the side to make the best use of the space and to adequately accommodate the necessary activities of the Club.

To that end it would be necessary to remove the coppiced bushes / trees and the removal of a young field maple. Mr Jolley advised that if they were to remove any of the above then all would be replaced with suitable trees / screening greenery (to be recommended by arborist).

The Council approved to support in principle the extension to the rear and the removal of the bushes and trees by a majority vote of 4 in favour, 1 against.

The Council approved by unanimous vote to support in principle the extension of the clubhouse to the side.

The Parish Council **RESOLVED** to support in principle the removal of bushes and trees at the rear of the Bowls Clubhouse to accommodate an extension of 1M and to support in principle the extension of 1.5M to the side of the clubhouse.

## **8. Co-option of Councillor Vacancy**

Councillor Lynch advised that a vacancy for Councillor had been open for some time and that Mr Gavin Chater had expressed an interest in the seat.

Mr Chater gave an overview of his background and advised he had a keen interest in the improvement of Parish assets and sustainability as well as creating a safe environment for all.

It was noted that Mr Chater was already Chair of WWRSAL and this would therefore mean that he would be excluded from voting on WWRSAL items.

Mr Chater left the meeting whilst Councillors deliberated and voted.

Councillor Lynch proposed the co-option of Mr Gavin Chater to the office of Councillor, this was approved by 6 in favour and 1 abstain.

Mr Chater returned to the meeting and was informed of his appointment. The declaration of office was signed and scanned over to the Clerk.

The Council **RESOLVED** to co-opt Mr Gavin Chater to the office of Councillor.

## 9. Remembrance Sunday proposals

The Clerk advised the Council that due to restrictions a normal Remembrance Day service would not be possible and that due to the war memorial being on Council land, it was up to the Council to decide how it would proceed. It was noted that Stewkely and Cheddington felt they would not be able to perform any activities this year.

The Council discussed the options and agreed that representatives from the Church would perform an act of Remembrance as scheduled but that the occasion would be attended by those laying wreaths only, all other parishioners would be asked to mark the occasion in private.

The Clerk agreed to write the communication and circulate to all parties prior to a full release.

The Council **RESOLVED** to permit a private act of Remembrance between the hours of 10.50 and 11.20 on Remembrance Sunday, to be attended by those laying wreaths only and providing that all attendees followed the Governments Covid-19 restrictions.

## 10. Accounts

### 10.1 Audit update

The Clerk confirmed that the audit documents had been returned and the auditor was happy with the return.

### 10.2 Reconciliations

The reconciliations were presented to the Council and approved. Available as an appendix.

### 10.3 Spend since last report

01/07/2020	Pratts Charity	Park rent	£275.00
01/07/2020	MW Agri Ltd	JUNE DEVOLVED	£461.68
09/07/2020	Mr S Francis	Painting of playground railings	£446.96
09/07/2020	Mrs D Martin	Internal Audit	£85.00
11/07/2020	EON	JULY LIGHTING	£128.22
17/07/2020	Wingrave School PTFA C/O L Wyles	Scarecrow Festival support	£20.00

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17/07/2020	Rebecca Biley	Cleaning supplies for playground	£51.32
17/07/2020	Rebecca Biley	Wingrave PTFA scarecrow support	£20.00
17/07/2020	Rebecca Biley	Clerks July Pay and expenses	£960.88
17/07/2020	HMRC	July Tax and NI	£57.79
20/07/2020	Bucks Council	Church Bin Emptying	£ 8.40
01/08/2020	MW Agri Ltd	July Devolved	£461.68
07/08/2020	Summit Roofing	Repair to bus shelter	£300.00
07/08/2020	Creative Play	Annual inspec and serv + ASA	£420.00
11/08/2020	EON	August lighting	£132.49
16/08/2020	Bucks Council	Church Bin Emptying	£54.15
17/08/2020	Combat Fire C/O RBS	Annual Fire Exting inspec and serv.	£39.25
01/09/2020	MW Agri Ltd	August Devolved	£461.68
10/09/2020	A Weatherhead and drainage	Wash out and derag	£225.00
10/09/2020	Goldshield	Spray for playground	£175.00
10/09/2020	AAA Security	Maintenance of Intruder alarm	£87.58
12/09/2020	EON	September lighting	£132.49
14/09/2020	Bucks Council	Church Bin Emptying	£37.95
17/09/2020	Wingrave Players C/O Mr A Targell	Kirby Award for lighting and sound equipment	£7,775.86
17/09/2020	Mr M Greaves	Handyman Ins and Handyman works	£678.87
28/09/2020	Wingrave Church PCC	Contribution to repair of churchyard gate	£150.00
28/09/2020	MW Agri Ltd	Playground works	£1,251.00
28/09/2020	Mr C Stovold	Parts for MVAS	£70.05
28/09/2020	Combat Fire C/O RBS	Fire exting servi + inspec	£89.60
28/09/2020	Combat Fire C/O RBS	Annual Fire Alarm and Light Inspec and Service	£95.00
28/09/2020	Rebecca Biley	Ink cartridges	£57.08
30/09/2020	Rebecca Biley	Clerks pay and expenses	£1,002.76
30/09/2020	HMRC	TAX and No	£57.79
01/10/2020	Came and CO	Parish Insurance	£3,979.96
01/10/2020	Rebecca Biley	Suspension Folders	£39.98
01/10/2020	Pratts Charity	Park rent	£275.00
01/10/2020	Royal British Legion	Remembrance Day Wreath	£18.00
06/07/2020	Sandy Roost	Audit	£150.00
20/07/2020	Goldshield	Playground spray	£136.75
06/10/2020	Ultimate One	grasscrete for Wingrave park	£4,628.00
06/10/2020	Signs of Cheshire	Rowsham Sign	£535.00
11/10/2020	EON	October Lighting	£128.22

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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	Balance
Administration	Clerk's Pay	£12,270	£ -	£ -	£5,077.44	£0.00	£7,193
Administration	Office Maintenance/Administration	£1,830	£ -	£ -	£910.33	£142.09	£920
Administration	Training	£300	£ -	£ -	£0.00	£0.00	£300
Administration	Insurance	£3,600	£ -	£ -	£3,979.96	£0.00	-£380
Administration	Audit	£800	£ -	£ -	£235.00	£0.00	£565
Administration	Legal fees	£300	£ -	£ -	£0.00	£0.00	£300
Capital Costs	General Reserve	£1,500	£41,754	£ -	£11,119.71	£1,803.63	£32,134
Capital Costs	Maintenance Infrastructure Fund	£2,500	£ -	£ -	£1,523.92	£253.99	£976
Capital Costs	Traffic Calming Fund	£100	£12,235	£ -	£70.05	£0.00	£12,265
Capital Costs	Office Equipment Fund	£260	£40	£ -	£0.00	£0.00	£300
Capital Costs	Sports Facilities Maintenance Fund	£1,500	£38,950	£ -	£0.00	£0.00	£40,450
Capital Costs	Neighbourhood Planning	£ -	£1,251	£ -	£0.00	£0.00	£1,251
Community Groups	Wingrave Community Association	£5,000	£ -	£ -	£2,500.00	£0.00	£2,500
Community Groups	Wingrave Heritage Association	£624	£ -	£ -	£318.00	£0.00	£306
Community Groups	Parish Church Cemetery Grant	£600	£ -	£ -	£203.10	£0.00	£397
Community Groups	URC Cemetery Grant	£350	£ -	£ -	£350.00	£0.00	£ -
Community Groups	Play around the Parish	£360	£ -	£ -	£0.00	£0.00	£360
Community Groups	Kirby Memorial Fund		£147,564	£ -	£79,188.90	£318.84	£68,375
Environment Committee	Parish Maintenance	£4,300	£ -	£ -	£1,874.38	£229.35	£2,426
Environment Committee	Parish Handyman	£2,000	£ -	£ -	£678.87	£0.00	£1,321
Environment Committee	Emptying Dog Waste Bins	£1,200	£ -	£ -	£0.00	£0.00	£1,200
Environment Committee	Provision for Devolved Tasks	£3,500	£3,509	£ -	£3,297.08	£549.51	£3,712
Environment Committee	Tree Maintenance	£336	£1,610	£ -	£0.00	£0.00	£1,946
Management	WWRSA Management Fee	£2,500	£ -	£ -	£2,500.00	£0.00	£ -
Management	Wingrave Park Rent	£1,100	£ -	£ -	£825.00	£0.00	£275
Misc.	Election Fund	£ -	£1,585	£ -	£0.00	£0.00	£1,585
Section 137n	Remembrance Day Wreath	£20	£ -	£ -	£18.00	£0.00	£20

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Section 106	Section 106	£ -	£139,693	£ -	£0.00	£0.00	£139,693
Street lighting	Electricity	£3,100	£ -	£ -	£960.33	£45.73	£2,140
Street lighting	Maintenance	£3,000	£ -	£ -	£0.00	£0.00	£3,000
Subscriptions	NALC/BALC	£275	£ -	£ -	£268.67	£0.00	£6
Subscriptions	SLCC	£150	£ -	£ -	£161.00	£0.00	£-11
Subscriptions	AVALC	£25	£ -	£ -	£0.00	£0.00	£25
<b>Total</b>		<b>£53,400</b>			<b>£116,059.74</b>	<b>£3,343.14</b>	

#### 10.4 Approval of cost for banner for playground

The Clerk requested approval for the purchase of two banners for the playground which set out the restrictions of Covid-19 as applicable to the playground at a cost of £80 plus vat. This was approved by unanimous vote.

The Council **RESOLVED** to a spend of £80 for the purchase of banners for the playground.

#### 10.5 Approval of cost of shredder

The Clerk advise that the shredder to comply with the disposal of documents had failed and that a new one was required. The Clerk asked for an approval of £50 to purchase a replacement, this was approved by unanimous vote.

The Council **RESOLVED** to a spend of £50 for the purchase of a new office shredder.

**Meeting ended 21.55**

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**1507**

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## Appendix 1- Accounts Reconciliations

### Bank Account Reconciliation

	<u>July- Sept</u>	statement Date
Current Account	£60,195.49	23/06/20- 24/09/20
Kirby Account	46,734.55	30/05/20- 30/06/20

### Unpresented payments

Bucks Council	£ 37.95	
Mr M Greaves	£ 678.87	
Wingrave Church PCC	£ 150.00	
MW Agri Ltd	£ 1,501.20	
Mr C Stovold	£ 70.05	
Combat Fire C/O RBS	£ 107.52	
Combat Fire C/O RBS	£ 114.00	
Rebecca Biley	£ 68.49	
Rebecca Biley	£ 1,002.76	
HMRC	£ 57.79	
Came and CO	£ 3,979.96	
Rebecca Biley	£ 47.97	
Pratts Charity	£ 275.00	
Royal British Legion	£ 18.00	
Goldshield	£ 164.10	
Ulimite One	£ 5,553.60	
Signs of Cheshire	£ 642.00	
	14,469.26	

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Reconciliation

	Current	Kirby
Starting Balance	<b>£66,830.62</b>	£54,502.87
Income & Transfers	£8,062.06	£7.54
Reconciled Payments	-£14,697.19	-£7,775.86
Unpresented Cheques	-£14,469.26	£0.00
Unpresented income	£0.00	£0.00
Total	£45,726.23	£46,734.55
<b>Statement Balance</b>	<b>£60,195.49</b>	<b>£46,734.55</b>

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**1509**

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Chairman