



Minutes of Parish Council Meeting

Held on Tuesday 27th April 2021

Chairman: Councillor Mrs V Lynch
Councillors: Councillor Mr G Chater, 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: Councillor Mr P Cooper

By Invitation: Ms E Farrell, Mr P Robinson and Dr J Walmsley

Parishioners: 15

1. Apologies for absences

There were no apologies for absence. Councillor Harrison joined at 19.34, at item 3.

2. Disclosure of interest on items in agenda

Councillors had no interests to disclose for any item on the agenda.

3. Sign off Parish Council Meeting Minutes

3.1 Parish Council Meeting 2021 03 16

3.2 Extraordinary Parish Council Meeting 2021 03 19

The minutes were approved as an accurate account of the meetings held on 16th March and 19th March 2021 and were signed by the Chairman as such.

4. Planning

4.1 21/01353/APP

- **3 The Dean Wingrave Buckinghamshire HP22 4PZ**
- **Erection of two storey side extension, single storey front porch and detached garage and replacement of windows**

The item was introduced by Councillor Lynch who advised that upon review there was a concern over the encroachment of a footpath, however, a report by the Rights of Way officer clarifies that this is not the case and therefore should not be considered.

The applicant advised that the application was an amendment to an existing approved application.

Councillor Neave asked for clarification on the whether the level of parking would be reduced, to which the applicant confirmed that the same number of allocated spaces for vehicles would remain.

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Signed by
Chairman

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

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

5. Discussion on use of Public Land within Parish

Councillor Neave asked the question whether the Parish Council, as a devolved Council, should introduce some guidance and or approval process on the use of land which falls under its remit but does not own. Such approval was noted as being in place for land owned by the Parish Council, either via the Clerk and Chairman or via WWRSAL, depending on the location but that nothing exists for other areas.

Councillors noted that it should not be required for such events as the Village BBQ's where tables are placed on the Recreation Ground for the regular community event, nor should the process be heavy handed. But a basic principle of review and approval for events, gatherings or general use would be a good idea.

Councillor Neave offered to draft a proposal for consideration by the new Council when it next meets.

Councillors voted 7/8 in support of this proposal.

The Council **RESOLVED** for Councillor Neave to draft a proposal on guidance and approval for the use of public land that falls under the remit of the Parish Council.

6. Accounts

6.1 End of year Reconciliation

The Clerk presented to the Council the end of year reconciliation for all accounts, which was accepted by Councillors.

The Clerk also advised that the accounts were with the accountant to compile end of year and they would be presented to the Council at the earliest opportunity. Report available as an appendix.

6.2 Payments since last meeting

The payments since the last meeting for financial year 2020-2021 were accepted by all councillors.

| | | | |
|------------|--------------|---|------------|
| 12/03/2021 | EON | March Lighting | £119.67 |
| 15/03/2021 | Andy Muskett | Emergency street light repair | £298.00 |
| 13/03/2021 | Browns | Mower for Park works - part payment from WWRSAC | £10,220.00 |
| 11/03/2021 | Goldshield | Spray for playground | £295.00 |

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|------------|---------------------|---|-----------|
| 18/03/2021 | Colour Courts | Cleaning of courts at Wingrave park- part pay by WWRSAL | £1,190.00 |
| 29/03/2021 | Elite Turf Supplies | Kirby Football award (£200 contribution received) | £674.99 |
| 30/03/2021 | Rebecca Biley | March Clerk pay and expenses | £960.88 |
| 30/03/2021 | HMRC | Tax and NI | £57.79 |

Accounts overview

| Payment Group | Payment Type | Spend to Date ex VAT | Spend to Date inc VAT | Balance |
|-----------------------|------------------------------------|----------------------|-----------------------|---------|
| Administration | Clerk's Pay | £11,134.26 | £11,134.26 | £1,136 |
| Administration | Office Maintenance/Administration | £1,153.69 | £1,354.31 | £739 |
| Administration | Training | £38.00 | £38.00 | £262 |
| Administration | Insurance | £3,979.96 | £3,979.96 | -£380 |
| Administration | Audit | £635.00 | £715.00 | £165 |
| Administration | Legal fees | £0.00 | £0.00 | £300 |
| Capital Costs | General Reserve | £21,371.07 | £25,585.71 | £36,307 |
| Capital Costs | Maintenance Infrastructure Fund | £1,494.93 | £1,793.92 | £1,005 |
| Capital Costs | Traffic Calming Fund | £70.05 | £70.05 | £12,265 |
| Capital Costs | Office Equipment Fund | £45.83 | £54.99 | £254 |
| Capital Costs | Sports Facilities Maintenance Fund | £4,945.00 | £5,934.00 | £46,431 |
| Capital Costs | Neighbourhood Planning | £0.00 | £0.00 | £1,251 |
| Community Groups | Wingrave Community Association | £5,000.00 | £5,000.00 | £ - |
| Community Groups | Wingrave Heritage Association | £636.00 | £636.00 | -£12 |
| Community Groups | Parish Church Cemetery Grant | £431.55 | £431.55 | £168 |
| Community Groups | URC Cemetery Grant | £350.00 | £350.00 | £ - |
| Community Groups | Play around the Parish | £0.00 | £0.00 | £360 |
| Community Groups | Kirby Memorial Fund | £80,798.25 | £81,252.09 | £66,766 |
| Environment Committee | Parish Maintenance | £4,038.94 | £4,627.07 | £261 |
| Environment Committee | Parish Handyman | £1,861.13 | £1,861.13 | £139 |
| Environment Committee | Emptying Dog Waste Bins | £908.80 | £1,090.56 | £291 |
| Environment Committee | Provision for Devolved Tasks | £5,517.65 | £6,621.20 | £3,595 |
| Environment Committee | Tree Maintenance | £3,525.00 | £4,230.00 | -£1,579 |
| Environment Committee | Pond Maintenance | £0.00 | £0.00 | £ - |
| Management | WWRSAL Management Fee | £2,500.00 | £2,500.00 | £ - |
| Management | Wingrave Park Rent | £1,100.00 | £1,100.00 | £ - |

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|----------------------------|----------------------|--------------------|--------------------|----------|
| Misc. | Election Fund | £0.00 | £0.00 | £1,585 |
| Section One Three Seven | Charity Contribution | £0.00 | £0.00 | £20 |
| Section One Zero Six | Section 106 | £0.00 | £0.00 | £139,693 |
| Street lighting | Electricity | £1,559.98 | £1,637.94 | £1,540 |
| Street lighting | Maintenance | £298.00 | £357.60 | £2,702 |
| Subscriptions | NALC/BALC | £268.67 | £268.67 | £6 |
| Subscriptions | SLCC | £161.00 | £161.00 | £-11 |
| Subscriptions | AVALC | £0.00 | £0.00 | £25 |
| Total | | £153,822.75 | £162,785.01 | |

Councillor Cooper expressed his thanks for the Parish Council and in particular to Councillor Lynch, Councillor Neave and Councillor Clements who would all be stepping down. Thanks, were also noted from all Councillors present.

Meeting ended at 20.06

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Signed by
Chairman

Appendix 1- Item 6.1 End of Year Accounts Reconciliation

| <u>Bank Account Reconciliation November</u> | Statement Date | Statement Opening Balance | Statement Closing Balance | Reconciled Balance | Difference |
|---|-----------------------|---------------------------|---------------------------|--------------------|------------|
| Current Account | 01/04/2020-31/03/2021 | 30,649.73 | 59,838.14 | 59,838.14 | 0.00 |
| Kirby Account | 01/04/2020-31/03/2021 | 124,405.80 | 43,095.58 | 43,095.58 | 0.00 |
| Reserve Account | 01/04/2020-31/03/2021 | 70,268.17 | 70,300.26 | 70,300.26 | 0.00 |

Unpresented payments

Receipts Not Banked / Cleared

Reconciliation

| | Current | Kirby | Reserve |
|---------------------|-------------------|-------------------|-------------------|
| Starting Balance | £30,649.73 | £124,405.80 | £70,268.17 |
| Income & Transfers | £192,031.42 | £73.03 | £32.09 |
| Reconciled Payments | £162,843.01 | -£81,383.25 | £0.00 |
| Unpresented Cheques | £0.00 | £0.00 | £0.00 |
| Unpresented income | £0.00 | £0.00 | £0.00 |
| Statement Balance | £59,838.14 | £43,095.58 | £70,300.26 |
| Total | £59,838.14 | £43,095.58 | £70,300.26 |

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Chairman