

Chairman: Councillor Mr J Pugh  
Councillors: Councillor Mr G Chater, Councillor Ms E Farrell, Councillor Mr C Harrison, Councillor Mrs M Lawrence, Councillor Dr H Price, Councillor Mr P Robinson, Councillor Dr J Walmsley  
Apologies: Councillors Dr Price, Lawrence & Walmsley  
Interim Clerk: Mrs J Flanders  
Attendance: No Buckinghamshire Councillors  
Parishioners: 3

## 1. Apologies for absences

Apologies were received and accepted from Councillor Dr Price, Councillor Lawrence and Councillor Walmsley (due to her attending the Community Board Meeting)

## 2. Disclosure of interest on items in agenda

Councillor Robinson and Councillor Chater disclosed they had a conflict of interest in Item No. 8 on the Agenda and Councillor Robinson in Items 10.3 & 10.4 on the Agenda. No other Councillors present needed to disclose for any item on the agenda.

## 3. Reports from Buckinghamshire Council Councillors and the Police

No Councillors or Police were present and no reports provided prior to the Meeting.

## 4. Sign off Parish Council Meeting Minutes

The minutes were approved as an accurate account of the meeting held on 28<sup>th</sup> September 2021 and were signed by the Chairman. The minutes were also approved as an accurate account of the Open Annual Meeting held on 28<sup>th</sup> September 2021 and the were signed by the Chairman.

## 5. Planning

5.1 21/03651/ALB | Listed building application to replace 7 windows like for like |  
The Old Post Office The Green Wingrave Buckinghamshire HP22 4PD

Councillor Pugh outlined the purpose of the application and confirmed the windows whilst the current windows were a modern design the application was needed as the property was listed.

It was proposed that the Council register no objections to the application. This was approved by unanimous vote.

5.2 Appeal - 21/00702/ALB | Modification of existing window to form doorway and replacement of rendered panel with glazing on property upper gable | 17 Mount Tabor House Leighton Road Wingrave Buckinghamshire HP22 4EW

The owner of property was present and informed the meeting that the original application was still undecided by Buckinghamshire Council and in order to gain consent they had proceeded to Appeal. The Clerk confirmed that the Parish Council had raised no objection to the original application. It was therefore decided that no objection would be made to the Appeal application.

It was proposed that the Council register no objections to the application/Appeal. This was approved by a unanimous vote.

## **6. Update on Developments: Twelve Leys & Leighton Road**

Leighton Road: Councillor Harrison confirmed he had visited the site in the morning and the Site Office had confirmed there was no change as to when work would start on Leighton Road. It was proposed that both jobs, ie the parking bay and culvert, would commence soon and traffic lights would be in use. Councillor Harrison was not sure of the exact location of the culvert in the road verge but it was hoped there would be minimum disruption to trees and plants. He also understood that the re-plating scheme would not take place until the end of the development. The first residents would be moving in Friday 22 October and others were to follow. Councillor Harrison agreed to continue to update residents via the Postie.

Twelve Leys: No further update.

Ecom: Councillor Chater confirmed that the installation along Winslow Road was delayed due to the traffic lights needed for the Leighton Road development and further updates would be given when known.

## **7. Pavilion & Clubhouse Update – way forward**

Councillor Chater gave a report as outlined in Appendix A attached.

It was proposed that Councillor Chater proceed to instruct Varsity Town & Planning Ltd, Pippa Cheetham, upto a fee of £400 as outlined.

This was approved by a unanimous vote.

It was proposed that the Architects, Blackwoods should be instructed to prepare plans suitable for Planning Applications for the Pavilion as amended and the Clubhouse plans amended in accordance with Mr Jollie's drafts.

This was approved by a unanimous vote.

## **8. WWRSA Update**

Councillor Chater informed the meeting that the current Management Agreement between WWRSA and the Parish Council was open-ended and that whilst the Agreement was OK there needed to be some clarification as to the roles and proposed three amendments be adopted (See Annex B). It was agreed that there should be no conflict and that representatives from Councillors on the Committee should have voting rights.

It was proposed that the three amendments be adopted.

This was approved by a unanimous vote.

## **9. Remembrance Day Information**

The Clerk read out the order of the day which had been received from ??? and confirmed that the Parish Council wreath had been ordered. This would be collected and paid for by the Parish Council Clerk. Councillor Farrell volunteered to represent the Council and lay the wreath at the memorial on The Green on 14<sup>th</sup> November 2021.

## **10. Finance**

### **10.1 Confirmation of working group members for finance / budget 2022/23**

The Clerk asked for volunteers to work on the Budget. Councillors Robinson and Pugh agreed to help and suggested Councillor Dr Price may also wish to help as she had helped in the previous year.

It was proposed that Councillors Robinson, Pugh & Dr Price be appointed members of the working group with the Clerk (RFO). This was approved by a unanimous vote.

10.2 Appointment of Internal Auditor. It was agreed that Deborah Martin be asked and appointed as Internal Auditor. This was approved by a unanimous vote.

10.3 Payment to Mr T Bracey-Wright of £200 – reimbursement for solar inverter. Councillor Robinson informed the meeting that the inverter was broken and that was why there had been no monies due from EoN from the solar panels. A new inverter would have cost the Council around £1000 and Mr Bracey-Wright had recently upgraded his Solar Panels and had his relatively new inverter available and was happy to let the Council have it. It was felt that he should be recompensed for his generosity and it was agreed to pay him £200. It was proposed the payment of £200 be made and this was approved by a unanimous vote.

10.4 Payment to Mr P Robinson of £20 reimbursement for helping solve the solar inverter issue. It was proposed this payment should be made and this was approved by a unanimous vote.

10.5 Payment to Bucks Council – Uncontested Election costs. The Clerk explained that even though the election was uncontested Bucks Council had to make a charge of £40 for the election and further costs were incurred for the polling cards. It was felt that whilst it was unexpected it should be paid. It was proposed that the payment should be made. It was approved by a unanimous vote.

10.6 Payment to A Weatherhead Drainage Invoice. Agreed that this was an annual cost for maintenance.

10.7 Payment of Accountants Littlejohns. This item was deleted as not relevant.

Meeting closed at 20.26.

## APPENDIX A

Appendix A - Item 7: 19 October 2021

### **Recreation Ground Pavilion:**

- 1) Engage Varsity Planning for £400 (initial fee) to inform our Planning Approval submission
- 2) Instruct Blackwoods to complete plans for 'Planning Approval submission' using "Peter's Scheme 2' as a basis of final scheme with amendments noted:
  - I. Orientation to run parallel to the touch line of the football field and to be located further south - generally over the current buildings locations.
  - II. Door to be added to the south facade / entry to rear of garage to access mowers etc.
  - III. Window to PC office and changes to the kitchen area per Working Group notes).

### **Bowls Clubhouse:**

- 1) Instruct Blackwoods to complete plans for 'Planning Approval submission' using Mr Jollie's layouts and elevations'.
- 2) Query on whether to include additional architectural features (principally a clock per the watercolour). If the Council want to include additional features it is easier to instruct those now and remove them for cost saving later than the other way round. Also please bear in mind this will be a PC asset so we should be happy with its look and versatility.

## APPENDIX B

Appendix B: Item 8 of the Agenda 19 October 2021

### **Amendment 1:**

Agreed between Viv Lynch, Chair WWRPC, and Gavin Chater, Chair WWRSA on 20 December 2020, and ratified by both parties in their respective January 2021 meetings:

## 1. Interpretation:

*Expiry Date* means the 31<sup>st</sup> December 2020

is replaced with

*"Expiry Date"* means the 3 calendar months from the receipt of a notice in writing from either party to terminate this agreement

### **Amendment 2 – Update of Management Agreement for 2021 onwards:**

Proposed in line with discussions to improve and entrench the working relationship between WWRPC and WWSAL:

#### a. Addition of Clauses after 4.9:

- 4.10 The *Council* shall be represented at the *Manager's* General Committee meetings and shall provide active guidance and support to the members of General Committee by including the *Manager's* inputs in the:
- i. Management and operation of *Council* sport and leisure facilities.
  - ii. Ensuring all statutory and other legal obligations are met.
  - iii. Long term planning of major maintenance and replacements and new developments.
  - iv. Oversight of planning and management of new projects that may arise from time to time.
  - v. Preparation of annual operational budget to ensure all expected maintenance requirements for the facilities are provided for within the *Council's* annual budgeting exercise.
  - vi. Determination of the annual 'Fee' to ensure that it adequately provides for *iii.* above, without reliance (save for exceptional circumstances, under mutual agreement) on monies from 8.2 and 8.3 below.

- 4.11 The *Council* shall delegate its authority to the *Manager* for the:
- i. Operational and management concerns relating to the sports and leisure facilities.
  - ii. Terms and use the facilities by the *Manager's* members and General Public.
  - iii. Control and use of income and expenditure (within annual budgets, including agreeing contractual arrangements within the terms of the *Council's* financial regulations and standing orders to facilitate the maintenance of the facilities).

#### b. Addition of Clauses after 8.2:

- 8.3 All fundraising (including the fete, and other specific events held by the *Manager*, or its affiliated clubs, including affiliation fees paid to the *Manager* from its affiliated clubs) shall remain the property of the *Manager*.

8.4 In respect to 8.3 above, the *Manager* may (with the *Council's* approval) invest such funds into the improvement or betterment of the facilities.