

# Minutes of Parish Council Meeting

Held on Tuesday 11 July 2023

Chairman: Councillor Mr J Pugh  
Councillors: Councillor Mr G Chater, Councillor Ms E Farrell, Councillor Mrs M Lawrence, Councillor Mr P Robinson, Councillor Dr J Walmsley, Councillor A Barlow  
Apologies: Councillor Walmsley, Barlow and Chater  
Clerk: Mrs J Flanders  
Attendance: Councillors Blamires and Cooper & two PCSOs  
Parishioners: 6

## 1. Apologies for absences

Councillors Walmsley, Chater and Barlow sent in their apologies. There were no other apologies received.

## 2. Reports from Buckinghamshire Council Councillor and the Police

The PCSOs confirmed the statistics for matters reported from 11 May 2022 to to-date within the Wingrave area as being 22 residential burglaries, 5 vehicle thefts, 2 anti-social behaviour (personal), 1 burglary of business premises and 2 criminal damages in Rowsham. On the whole the PCSOs considered these to be low figures but did accept that any crime is unpleasant for the individuals affected. They also stressed that if something is happening they do need it reported as it may link with other crimes committed within the area and create a pattern so please do report crimes. They also stated that the suspicious behaviour of an individual in Wingrave seems to have calmed down.

Councillor Blamires reported that Ecom cannot finish the work at present and suggested that the local MP may be able to help and she would send the Clerk details. She also reported that Hollie Farm should be making a retrospective planning application but the Clerk confirmed no application had been received to date.

Councillor Cooper confirmed that the enforcement action on the fields off Winslow Road/adj to A418 had resulted in the container being removed although the caravan was still present but hopefully it would all be cleared soon. It had also been noted that a fence had been erected and this was being looked into as planning had not been applied for.

He also reported that he had received confirmation from Thames Water that the works proposed to the sewage works would still go ahead despite TWs current problems. Such works would not involve excessive tankering as feared and therefore the re-surfacing of Castle Street could go ahead without it being damaged. He also confirmed the farmer would re-commence clearing the field and ditch of sludge after the harvest and then hopefully the ditch would take away the water from the sewage works more efficiently.

He also confirmed that the matter of 20mph limits outside schools would be discussed at the Cabinet meeting and it would be interesting if this PCs letter would be noted then.

## 3. Disclosure of interest on items in agenda

No Councillors present needed to disclose for any item on the agenda.

## 4. Sign off Parish Council Meeting Minutes

The minutes were approved as an accurate account of the meeting held on 20 June 2023 and were signed by the Chairman.

## 5. Planning Applications:

5.1 **23/00197/APP** 114 Winslow Road Wingrave. Councillor Pugh outlined the application and it was confirmed the previous application had failed on the ecological survey which included provision of a bat box. The Councillors agreed to approve the application.

IT was RESOLVED to approve the application unanimously.

**5.2 23/01931/APP - ASTON ABBOTTS** Burston Ridge Farm Aylesbury Road. Councillor Pugh outlined the application and after discussion it was decided that a final decision could not be made until Highways had made a comment and the Ecological Report assessed. Further concerns were raised that although there was provision for electric car charging there was no evidence of solar panels which would reduce the carbon footprint of the development and future occupation. It was also thought that as this was within the Parish of Aston Abbots that this PC would support their views.

IT was RESOLVED to raise the above issues and give support to any comments made by Aston Abbots Parish Council unanimously.

**5.3 23/01971/APP 9 Jenkins Court Wingrave.** Councillor Pugh confirmed this involved a minor amendment from when last approved and it was agreed to approve the application.

It was RESOLVED to approve the application unanimously.

#### **6. Councillor Vacancy – outcome and appointment via co-option.**

The Clerk confirmed that following an advert she had received one applicant and had circulated her details to the Councillors for consideration. She had received positive feedback and it was agreed to offer the position to Sanchia Davidson. Sanchia Davidson accepted the position and it was RESOLVED to appoint her as the new Councillor unanimously. The Clerk agreed to forward the necessary forms to her within the next few days.

#### **7. Kirby Fund Applications:**

**6.1 Childrens/Toddler Play Equipment.** Councillor Pugh outlined the application and confirmed the amount requested was £661.72. The application was discussed and comment was made that the group was going well with new members and just needed new equipment. It was agreed to approve the grant. IT was RESOLVED to approve the grant from the Kirby Fund.

**6.2 Update on Church refurbishment.** Bev Reekes on behalf of the Church confirmed that the Diocesan had approved the works following a visit to the Church and it only required the final signing off from their Planning Official which would be forthcoming. She confirmed the whole works were estimated to cost £175,000 and the disabled toilet area, the subject of the application, was estimated at £23,000 and any sum from the Kirby Fund would be great. After some discussion the Councillors considered the proposed work was needed and the Church does provide a hub for the Community and that they could offer to ring-fence £15000 toward the works for a period of 3 years from today's date pending when other funding was found and the work could proceed. It was also agreed that further sums could be available but it was thought not to be appropriate to commit more at this time.

It was RESOLVED to ringfence £15000 for a period of three years for the disabled toilet works at the Church unanimously.

#### **8. Bowls Clubhouse Funding – Clarification of Terms**

Councillor Pugh confirmed that the proposed clarification had been sent to all the Councillors prior to the meeting for consideration. The Councillors agreed to adopt the amendments proposed in the document and confirmed that the terms identified were a first draft.

It was RESOLVED to make the amendments as set out in Annexe A hereto, unanimously.

#### **9. United Charities – nominate two new Trustees**

Councillor Pugh confirmed that Councillor Lawrence has served a four year term and the Charity had asked the Parish Council to put forward two new Trustees. After some discussion Councillor Farrell and Councillor Robinson put themselves forward.

It was AGREED to put both Councillors Farrell and Robinson forward as Trustees unanimously.

The Clerk thanked Councillor Lawrence for her role as Trustee for the past four years.

#### **10. WILD Report on wildlife identify possible verges at the fete**

The Clerk confirmed that Councillor Walmsley wished to take more time to consider identifying possible verges and liaise with villagers as the Parish Council did not wish to upset residents. A question of whether these would be planted as wildflower verges or re-wilding was raised. It was also confirmed that the wildlife surveys were still ongoing and having good results.

## 11. WRAG – Update on survey

Councillor Farrell confirmed that she would be issuing the survey in September and it would be open for one month.

## 12. Traffic Group – Update on SiD/MVAS purchase

The Clerk explained that the PCs order for one unit had been missed by Bucks Council and that the cost of a single unit was £4229 above the sum donated by Cala who would not add to their donation. She confirmed that she was trying to establish which other Parish Councils were looking to purchase a SiD and had recently been contacted by Aston Abbots Parish Council. It was thought an email to all Parish Clerks within North Bucks could result in other PCs looking to purchase.

## 13. Finances:

13.1 The Clerk confirmed the balance as follows:

Community £70,849.91

Kirby Fund £60,350.35

Reserve Fund £38,805.45.

13.2 The Clerk confirmed on the SO, DD and her salary had been paid during June 2023.

13.3 The Clerk confirmed that the VAT monies from the previous year had been received (£9787.80) and s106 monies received for the play equipment £13706.75 – the latter would be put in the Reserve Fund. She confirmed the PC was still awaiting the Community Board Funding for the play equipment.

13.4 Invoices to be approved:

Elite Turf £6,282.00 (to be refunded less the VAT element)

Office Innovation for new letterhead £36.00

Skate Park £90. It was agreed to the Clerk would ask for the Report before making the payment.

Meeting Closed 2034hours.

## ANNEXE A

### **Clarifications ought from the Bowls Club - Parish Council minutes 2023-04-25, conflict arising between Item 6 and annexe D**

<https://wingravewithrowshamparishcouncil.org.uk/wp-content/uploads/2023/05/23-04-25-Minutes.pdf>

#### **The minutes state:**

6. Recreation Pavilion & Bowls Clubhouse Funding Update Councillor Chater confirmed that both projects now have planning consent and the Funding Group are applying for grants but there are not many opportunities. As construction costs have risen they have had three quotes for the finished buildings at £340K & £220K plus contingencies. Various options were being followed up namely, the Football Association and the Rothschild family. He also confirmed the Parish Council had put forward a proposal to the Bowls Club to help with their match funding and had offered to ringfence £90K made up from Kirby Fund, Reserve Fund and WWSALs fund on the basis it was for the period of time of the planning consent and **conditional on the Bowls Club opening the facility to members of the public during the winter time**. See Annexe 'D' for full transcript of offer. The Chair of the Bowls Club expressed their disappointment that whilst £90K was a huge sum it was not enough and left the Club with massive fund raising which was frustrating and emphasised the amount of work put into the projects by Tim Jolley. Councillor Chater acknowledged the hardwork by all concerned and proposed that the terms of reference dated 19 May 2020 be amended in s2.1 to amend £250K to £300K from s106 monies, £70K of general reserve to match fund to try and get match funding. He also emphasised that the funding was still a joint effort and would be an uphill struggle. It was confirmed the next stage was obtaining Building Regulations. It was **RESOLVED** that the terms of reference would be amended as suggested and all sums were stated as excluding VAT providing procurement was through the Parish Council this was confirmed unanimously.

#### **There is a potential conflict with these minutes and annexe D which states (extract):**

The Wingrave with Rowsham Parish Council propose to ring-fence a sum of up to £90,000\* towards the funding required to complete the new Bowls Clubhouse building, which would be held in reserve for the

purpose of match funding the Bowls Clubhouse project for the remainder of the initial term of the existing planning consent 22/01901/APP, being 16<sup>th</sup> June 2025. The funds will be made up from a contribution of the General Reserve funds, the Kirby fund, and the recently approved Wingrave with Rowsham Sports and Leisure (WWRSL) funding towards these projects as agreed in the WWRSL Special General Meeting of the 4<sup>th</sup> April 2023. It should also be recorded that this is in addition to the funds already spent on architectural design and the subsequent gaining of the planning approval. It is the Parish Council's expectation that in funding this project that way, the Bowls Clubhouse could remain in the ownership of the Bowls Club, but that also, in return, the Bowls Club would make their Clubhouse freely available via the Parish Council to other Parish groups, clubs and societies on a proportional weekly basis equal to the proportion of Parish funds (including s106, Kirby and Reserve funds) spent on the project and that this would be a condition of the final funding agreement.

**Therefore, I propose we provide the following clarifications and addendums to the minutes attached and vote this through at the next PC meeting:**

1. **Conflict arising between Annexe D and meeting minutes** – the Wingrave with Rowsham parish Council (PC) confirms that Annexe D is the correct version with the conflict arising between the wording addressing availability of the Clubhouse for other groups on a weekly proportional basis (per Annexe D) rather than simply being available for winter months alone (per the meeting minutes, now noted as incorrect).
2. **Confirmation that the final funding agreement is yet to be agreed.** This can only take place once the extent of Parish and other public funds needed for the Bowls Clubhouse is known / finalised after other grant sources have been secured. Any management agreement, lease agreement or other such ownership agreement will need to be negotiated once funding is finalised and the proportion of public funding to other sources is known, so that that can adequately be considered.
  - a. At this stage the Wingrave with Rowsham Parish Council's (PC's) Reserve and Kirby funds are ring fenced for the period stated for the purposes of building a new Clubhouse in accordance with the planning permissions granted. Similarly, Wingrave with Rowsham Sports and Leisure (WWRSL) funds are similarly ring fenced for the purposes stated in their 4<sup>th</sup> April 2023 Special General Meeting minutes.
  - b. It is the Wingrave with Rowsham Parish Council's hope that the Bowls Club and its partners within the Fundraising Group are able to raise sufficient funds from outside sources such that the Parish and Public funds used in the final build cost are able to be considered a 'minor shareholder' in the facility going forward.
  - c. Any changes to this would need to be presented and agreed by the Parish Council in a public meeting forum, and WWRSL's contribution would similarly need to be ratified via their own processes and meetings under their constitution.
  - d. Should these terms not be acceptable to the Bowls Club, then the PC should be made aware at the earliest opportunity so that the funds ring fenced may be releases for other purposes.
3. **DRAFT Availability conditions for the Clubhouse being made available to other Parish Groups, Clubs and Societies.**

The following is clarified:

  - a. **Nothing in this agreement extends beyond the clubhouse building. Furthermore, the agreement shall apply solely to the club rooms, toilet facilities and kitchen within the clubhouse building only.** Specifically, the Bowling Green, equipment stores, changing rooms and Bar area is not included in the agreement for reasons of insurance, security and liquor licensing, etc.

- b. ***Priority shall be given to the Bowls Club for the use of the facility during hours that the bowls club has club events on, including: match plays; team training and social events; annual maintenance and cleaning; and other bowls club led activities supporting the running of the club.*** For the purposes of this agreement, the bowls club exclusivity shall extend to the hour immediately prior to, and the hour immediately after such events to allow adequate preparation and clean up for and after such events. The Bowls club shall not block book out the facilities other than for the specific timings of the above activities.
- c. ***The Bowls Club may levy hire fees and secure a deposit for the use of the facility.*** These shall be set at a reasonable level, by the Bowls Club, to allow for cleaning, admin fees (including for example insurance, electricity usage and booking administrative expenses), and should be set in at a level similar to those fees as levied by other facilities in the Parish (including the Wingrave with Rowsham Sports and Social Club, the Wingrave Community Centre, etc.). Subject to these levies and the conditions of this agreement, the facility shall be readily available other Parish Groups, Clubs and Societies upon request.
- d. ***Subject to the above conditions (b) and (c), the Bowls Club shall not reasonably withhold requests for the use of the clubhouse when the facility is not in use.*** All disputes arising shall be mediated by the Wingrave with Rowsham Parish Council (PC) Chair (or Vice Chair, in their absence). The PC may appoint an appropriate individual they deem suitable to delegate the decision to on the PC's behalf. In all such circumstances, the PC's decision shall be final.
- e. ***All users of the clubhouse facility shall abide by the rules of the Bowls Clubhouse for the facility and surrounding Bowls Green.*** Any individual found to be wilfully flouting these rules may be banned from all further use of the facilities, subject to the outcome of any mediation in accordance with condition (d) above.
- f. ***All users shall abide by the planning conditions applying to the facility.*** The facility shall not be used in such a way as to cause nuisance to neighbouring properties.

**4. Subject these terms being agreed in principle by the Bowls - delete the word 'freely' in the last sentence of Annexe D, so that it reads:**

*It is the Parish Council's expectation that in funding this project that way, the Bowls Clubhouse could remain in the ownership of the Bowls Club, but that also, in return, the Bowls Club would make their Clubhouse available via the Parish Council to other Parish groups, clubs and societies on a proportional weekly basis equal to the proportion of Parish funds (including s106, Kirby and Reserve funds) spent on the project and that this would be a condition of the final funding agreement.*

*This avoids any future conflict between the Availability agreement above and Annexe D and complies with the intentions of (2.) above.*