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## Minutes of the meeting of the Parish Council held at Westbury Village Hall, on Wednesday 19<sup>th</sup> September 2018 at 8.00 pm

Present: Chairman James Stone (JS), Vicky Webb (VW), Cllr Graeme Cook (GC), Cathy Knott and 3 members of the public.

### Questions/comments from the public

A resident of Playing Field Road thanked the council for meeting with him and other residents earlier this month regarding the newly painted 'keep clear' signage. JS reiterated that it wasn't the council's intention to cause any distress and hoped we can come up with a solution that works for everybody.

### 101/18 Apologies and welcome

Apologies were received from Cllr Sue Barrett (SB) and Cllr Mark Willis (MW). Chairman JS advised members that Derek Crane has stepped down from the parish council due to personal reasons.

**102/18 To receive and approve for signature the minutes of the meeting of the parish council held on 11<sup>th</sup> July 2018.** The minutes were approved and signed.

### 103/18 To note any matters arising from the minutes not included on this agenda for report only

CK advised on actions still outstanding:

- To negotiate regarding the location for the outdoor gym.
- JS & CK met with the Beachborough Bursar over the holidays and will be having a follow-up meeting next month. Feedback will be given at the meeting in November.
- The flagpole will be erected when the playpark fence is installed.

### 89/18 To receive declarations of interest related to business on the agenda

Cllr GC for planning application 18/02243/APP.

### 90/18 Financial matters

- (a) Financial statement
- (b) Payments received
- (c) Invoices to be paid

BANK BALANCES	£
Current	9030.49
Business	11,615.35
<b>TOTAL</b>	<b>20,645.84</b>

Receipts since 11 <sup>th</sup> July	Amount	VAT
WPHC contribution for PF Road works	6507.00	
Interest (Aug/Sep)	1.00	
VAT refund	9655.89	
S106 draw down of funds (for works to play park)	2,000.00	
Groundwork (Tesco Bag grant) awarded to Westbury Youth Club	1,000.00	
Invoices paid since 11 <sup>th</sup> July	£	
OPUS (streetlight electric) DD	81.47	4.07

HMRC (clerk tax) chq	14.20	0
C.Knott (July salary)	505.80	0
C.Knott (expenses)	320.39	65.10
Councillor training fee	76.64	0
AVDC (charge for emptying park litter bin)	46.25	9.25
Keep Britain Tidy (posters/stickers to encourage the use of dog bins)	45.00	9.00
Highway Road Services Ltd (will get money back from WPHC)	500.00	100.00
R S Haynes Contracting Ltd (PF Road)	9,142.71	1,828.54
OPUS (streetlight electric) DD	83.30	4.16
<b>Invoices submitted for payment</b>		
Balfour Beatty (streetlight electrical tests and repairs)	1,190.94	238.19
C.Knott (August salary & expenses)	562.50	6.50
OPUS (streetlight electricity) DD	85.16	4.26
S. Rodwell (mowing)	55.65	0

Chairman JS advised he had started to work on the budget for the next financial year 2019/20 and asked councillors to start thinking about budgets for their areas of responsibility so we can budget accordingly. **Action: All**

### 106/18 Planning updates & applications

Application	Address	Details	AVDC Update
17/04381/APP	Old Vicarage Orchard Place Westbury	Construction of a hard-surfaced tennis court with surround fencing	Parish Council no objection. Conservation officer requested additional screening from Church view. <b>AVDC: Awaiting decision</b> <b>10.07.18 tree report published</b>
17/04058/AOP	Land at Biddlesden Road Westbury	Erection of up to 20 dwellings with all matters reserved other than access.	Parish council: objection <b>AVDC: REFUSED</b>
17/03048/ACL	Land off Brackley Road Westbury	Agricultural barns used for cattle, grain storage, implement store and workshop	Built barns differ in size and height from approved permission. No objection from Parish Council. <b>AVDC: Awaiting decision</b>
17/02835/APP	Land adjacent to Mill Farm, Westbury	Erection of four dwellings	No objection from Parish Council <b>AVDC: APPROVED</b>
18/00675/APP	The Stables Brackley Road Westbury	Insert window into south facing wall	Parish Council: no objection <b>AVDC: awaiting decision</b>
18/01492/APP	Beachborough School Mill Lane	Erection of outbuilding, new pedestrian path from main vehicle entrance to entrance door of main building, Parking area for existing lodge building and resurfacing of road and car parks	Parish Council: no objection <b>AVDC: APPROVED</b>
18/02243/APP	SugaRich	Alterations to boundary treatment by removal of earth bund & provision of concrete wall with fence on top	Parish Council: no objection <b>AVDC: awaiting decision</b>

### 107/18 To discuss councillor responsibilities

It was agreed to defer this until the next meeting when we will be co-opting two councillors onto the council.

### 108/18 Streetlights – to discuss findings and actions from Balfour Beatty's audit

Cllr GC reported that Balfour Beatty has carried out an inspection and electrical testing on all 38 lights in Westbury. Findings include:

- Broken bracket and loose lantern on two lights in Mill Lane
- Eight lights need earthing

- Eight poles showing signs of rust
- One metal pole bent
- Five lights don't have isolators

None of the works have been deemed to be high risk. Cllr GC has asked for a price and will prioritise findings. He advised that for some repairs, the electricity would have to be switched off so he would ask for as many repairs to be carried out during that time as possible to save money.

CK advised that Balfour Beatty are unable to supply us with an emergency callout number. GC agreed to chase.

**Action: GC**

#### **109/18 To discuss the possibility of having a Salvation Army clothing bank at the village hall**

A letter had been received asking if we would like to site a clothing bank at the village hall advising that the Salvation Army would pay a reasonable percentage of the average midrange material recycling world price (currently 50% of this price is £275.00 per tonne) and the Salvation Army would retain the remaining amount to fund the fantastic work they do in the community. Councillors agreed they would be happy to house the bin but as WVHA lease the hall, it would need their agreement. CK will contact the Chair of WVHA.

**Action: CK**

#### **110/18 To receive an update on Oxfordshire's footpaths**

Cllr VW reported that Alex Humphreys, Countryside & Highway Records Officer at Oxfordshire County Council (OCC) has finalised her report. She said there has been a delay because it is a particularly complex case. The report and all the evidence has now been sent to their lawyers. They will then be in a position to issue the determination notice which she hopes will be within the next two to three months.

VW said we should write to OCC and copy in the Secretary of State and the Rt. Hon. John Bercow MP, reminding them that the planning inspectorate deadline to determine applications should have been 30<sup>th</sup> June this year, not in six months' time.

**Action: VW**

#### **111/18 To discuss arrangements for Christmas 2018**

CK advised that she and Cllr SB had met to discuss arrangements. The date of Friday 7<sup>th</sup> December has been agreed for the big switch on, Christmas carols and a Christmas Market – a free event, all to take place at the village hall from 6.30 pm. Westbury Community Shop will also be open selling Christmas ware and offering mince pies and hot drinks etc.

Derek Crane has very kindly offered to donate a Christmas tree which councillors unanimously approved and thanked him for. We will arrange for a hole to be dug to the front of the hall (by Richard Haynes) and a metal tube will be inserted that can be used annually for this purpose in early November.

#### **112/18 Reports**

- Play Park** – JS advised that he and CK had met with Kompan contractors to talk through the installation and update of the equipment. The work will commence on 1<sup>st</sup> October and it is hoped the park will be open in time for the half term holiday. One piece of equipment – the net twister will be installed slightly later as we have asked for the 2018 edition. The fence will be installed towards the end of October/beginning of November. Plans can be viewed on the village website at: <https://westburyvillage.co.uk/about-the-village/>
- Highways** – A request for a new grit bin has been received to be located on the bend outside the Church. Cllr GC will contact Dave at Bucks Highways to ask if this is a possibility.
- Utilities** – Cllr GC advised that five faulty lights have recently been reported to Balfour Beatty for repair on Fulwell Road, Orchard Place and Main Street.
- Village Hall & WVHA** – Cllr VW reported that she had attended the committee meeting on Monday; the Westival weekend was a great success and made a good profit with discussions already underway to make it bigger and better next year. Bookings are good and future events planned include Race Night on 13<sup>th</sup> October, a possible Halloween trail, a village breakfast on 4<sup>th</sup> November (date changed from 7<sup>th</sup> October) and the Christmas Market on 7<sup>th</sup> December.
- Community Shop & Café** – Cllr VW advised that the committee had been in contact with HS2 to discuss the possibility of utilising the hall's facilities when work commences next year.
- Footpaths** – Nothing to report at this time.
- HS2** – CK reported that she had been in contact with all groups and organisations in Westbury regarding CEF funding. She is in the process of putting together a wish list and hopes to have a proposal ready for the next meeting.

Up-to-date HS2 information for our area can be found at: <https://hs2inbucksandoxfordshire.commonplace.is/>

h. Action plan – CK will update.

### **113/18 Correspondence received**

An email has been received from a resident regarding the potholes at the joining of Orchard Place to Fulwell Road (next to Beachborough entrance). CK advised him to report it on <https://www.fixmystreet.com> and Cllr GC will add it to his list for Dave at Bucks Highways.

An email has been received from a resident asking whether we will be applying for grants towards traffic calming on the A422. Chairman JS advised that because grant providers request a safety audit/feasibility study to be carried out before an application can be processed, it is not currently feasible as the costs would be too high. However, we will look into having more signage at both entrances. **Action: CK**

A letter and flyer has been received from Royal Mail raising awareness of scam mail. CK will post it on the notice board, village Facebook page and via the village email list.

Emails and telephone calls have been received from residents of Playing Field Road regarding the newly painted 'keep clear' signage. A meeting has been held and we will follow up their suggestions and quotes. **Action: JS/SB/CK**

### **114/18 Councillor questions**

As agreed at our meeting last November (item 117/17) a tree and bench will be placed on Tree Bank (village green) by a kind donator (Derek Crane) at no cost to the council. It was hoped for this to have been implemented this Spring, but unfortunately due to personal circumstances it was postponed. Chair JS and CK recently met with Derek to discuss the type of tree species to be planted etc and works will commence this coming Spring. Derek will ask Richard Haynes to prepare the ground and once the tree and bench are in place, the parish council will take over the responsibility and insurance.

Chairman JS asked for the Parish Plan to be put on the next agenda for discussion. CK suggested funding for the plan should be included in the HS2 wish list.

Chairman JS asked Cllr GC to request Bucks Highways fill all grit bins before the winter.

**Action: GC**

Chairman JS asked if we are planting bulbs around the village this year. Councillors agreed it would be a nice idea for more flowers as they looked so pretty last Spring. A budget will be agreed out of council. **Action: CK**

### **115/18 Items for the October Link**

Meeting dates

Westival thank you

Playpark update

Christmas market

How to report issues

### **116/18 Public Participation session**

A resident advised we may need steps on Tree Bank to be able to use the bench. Chairman JS said we would look into it with Richard Haynes when the work is carried out. Any improvements to the bank would be at no cost to the council and will not affect the budget.

### **117/18 Close**

The meeting closed at 9.15 pm

**The next meeting will be held on Wednesday 10<sup>th</sup> October at Westbury Village Hall at 8.00 pm**