



WESTBURY PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Wednesday 14th June 2017 at Westbury Village Hall at 8.00 pm

Questions/comments from the public

The Chair welcomed County Councillor Charlie Clare.

64/17 Members present

Cllr James Stone (JS), Cllr Vicky Webb (VW), Cllr Graeme Cook (GC), Cllr Franco Capella (FC), Cathy Knott (Clerk), one member of the public and County Councillor Charlie Clare.
Cllr Robin Bone (RB) joined the meeting at 8:35 pm and left at 9:05 pm

Apologies received from: Cllr Sue Barrett (SB) for personal reasons & Cllr Jeremy Banks (JB) due to work commitments.

65/17 To receive declarations of interest

Councillors to declare any non-registered pecuniary or personal interests relating to the Agenda.

Cllr JS – Beachborough planning application

Cllr VW – Chair of WVHA and Home Farm planning application.

66/17 Approve the minutes of the Annual Meeting of the Parish Council held on Wednesday 10th May. It was resolved to sign the minutes as a true record.

67/17 Matters arising from previous actions

CK has received a response from AVDC & HSE regarding concerns over the correct removal of possible asbestos to the land off Brackley Road. They will not be following up on the matter.

JS has contacted Lodge Park (of Meadow View development, Mill Lane) regarding final road surfaces, hedgerows and an anticipated completion date. A response hasn't been received. FC & JS will chase.

ACTION: FC/JS

68/17 Chair to sign declaration of office

Cllr James Stone was duly elected as Chairman in May for the coming year and signed the Chairman's declaration of acceptance of office.

69/17 Financial matters

(a) It was resolved that the following invoices be approved and were signed for payment:

14.06.17	C.Knott (Salary & Expenses)	£526.50
14.06.17	Rodwell Landscaped (mowing)	£193.00
14.06.17	WJMcL Marshall (internal audit fee)	£75.00
14.06.17	Balfour Beatty (streetlight maintenance)	£88.94
14.06.17	OPUS (streetlight electric) DD	£84.34

(b) Record the receipts:

10.05.17	Interest (May/June)	3.03
05.06.17	VAT refund	1,697.19

(c) Internal audit review and findings

The Council’s independent internal auditor John Marshall visited on 18th May to conduct the year end audit. The report has been circulated to councillors and will be posted on the website as required by the Transparency Code. Various governance and financial issues were highlighted which the council have/are addressing. It was agreed to use a PAYE Service Provider for future staff payments in order to aid good governance and transparency.

(d) To complete and approve the annual governance statement for the 2016/17 audit

The Chair read out and addressed each of the questions in the Annual Governance Statement, Part 1 of the Annual Return form; councillors unanimously approved the resolution ‘that the Council approves the Annual Governance Statement as required by the Annual Return for the year ended 31 March 2017’. The approval was signed by the Clerk and Cllr James Stone as Chairman of the meeting.

(e) To complete and approve the annual return figures for the 2016/17 audit

The Chair took councillors through the Accounting Statements, Part 2’ of the Annual Return form; Councillors unanimously approved the Resolution ‘that the accounting statements that form part 2 of the Annual Return for the year ended 31 March 2017 be approved’. The Accounting Statements were certified by the Clerk as Responsible Financial Officer and the confirmation of approval by Cllr James Stone as Chairman of the meeting.

(f) To adopt the latest versions of the Standing Orders, Financial Regulations, Asset Register and Risk Assessment

The clerk had circulated the latest versions of the Standing Orders and Financial Regulations prior to the meeting. The Asset register has been updated with the requisite information and the risk register has been updated. Councillors resolved to adopt all.

70/17 Planning updates & applications

APPLICATION NO	LOCATION	DETAILS	UPDATE
16/04567/APP	Land Adj Mill Lane Westbury Buckinghamshire	Erection of one detached dwelling and garage	Parish Council objected on grounds of historic interest. AVDC: Application was withdrawn pending Heritage assessment.
17/01308/APP	As above	As above New application submitted after Heritage Assessment submitted	Parish Council have no objection but will request a copy of the building’s history for the archives.
16/04155/APP	Former Paf Ltd Mill Lane, Westbury	Erection of two flats and two maisonettes in place of the previously approved commercial (B1) units.	Parish Council had no objection. AVDC: Still awaiting decision
17/01042/APP	Beachborough School, Mill Lane, Westbury	Creation of overflow carpark, Mill Lane	Parish Council do not object but asked for clarification on the footpath. AVDC: Awaiting decision.
17/01596/APP	Home Farm House, Orchard Place, Westbury	Replacement of garage roof with new pitched roof, replacement of roof to single storey rear addition, new timber screen to existing oil tank, and new pedestrian gateway access	Parish Council had no objection. AVDC: Awaiting decision.

60/17 Reports

Playground

JS circulated a presentation he’d put together on a playground refurbishment proposal, considering fencing & equipment. There is the potential for using S106 funds for this purpose He will retrieve further quotes and this will be included as an item on the agenda next month. **ACTION: JS**

Utilities

GC has contacted OPUS regarding a refund.

Highways

GC has taken over this responsibility. He circulated information he'd put together on vehicle activated signage (VAS) and discussed costings. This will be included as an item on the agenda next month.

Footpaths

VW advised that we should conduct an audit for areas of improvement. There are outstanding items that still have not been actioned including stiles. She will put together a list to tackle. **ACTION: VW**

Regarding claimed footpaths, a letter has been received from the Planning Inspectorate advising Oxford County Council that they must determine the outstanding applications by 30th June 2018. Cllr VW thanked Sue Rumfitt for all the support she has given Westbury Parish Council on this matter.

WVHA

VW reported that the AGM will be held in two weeks' time. An event's breakfast has recently been held. The village hall is running well. It was noted that there are a lot of weeds in the flowerbeds. VW will address this with the Cricket Club. **ACTION: VW**

The Association has met all its targets. The Big Lottery end of project monitoring form is almost complete. Thank you to Ian Towner for all his work on this.

Hs2

Cllr RB has taken over this responsibility. The Community & Environment and Business & Local Economy Funding is now open for applications.

Shop

Nothing to report at this time

61/17 Receive correspondence

Two responses have been received regarding costings for the setting up of a new village website. These will be included as an agenda item next month.

A resident has emailed regarding concerns over Orange Hawkweed on the grass verge on Main Street. VW has agreed to discuss this with them. **ACTION: VW**

Joe Houston, Senior Parks Officer, AVDC has written to advise us that S106 monies have been allocated and need to be spent by 31st May 2027.

A resident has responded to the comment in the last minutes and the June Link regarding parking in Orchard Place. They have requested information on the reasoning for the layby to the front of the bungalows. Councillors advised that this is for general parking. If there is a need for disabled access; residents can apply to Bucks County Council for a disabled parking space.

A request has been received from Derek Crane (the previous Chair), for a Christmas tree to be planted to the side of the village hall. This will be included as an agenda item next month.

A letter has been received from Seafarers UK asking councils to fly the Red Ensign flag for Merchant Navy Day on 3rd September. The possibility of installing a flag pole will be included as an agenda item next month.

62/17 Councillor questions

None received.

63/17 Items for the June Link

Date of next meetings (July & September)

Thank you to Beachborough for attending to tree on The Green

Dogs not allowed in play park

Questions/comments from the public

A resident expressed her views on the parking issues in Orchard Place and advised that Biddlesden Road would benefit from the proposed traffic calming measures.

Charlie Clare advised he would ask BCC for data from the VAS unit on the A422. He is happy to liaise with us regarding Hs2 community funding and suggested a website for the village which was mobile friendly.

The meeting closed at 9:20 pm

The next meeting will be held on Wednesday 5th July, 8:00 pm at Westbury Village Hall.