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## Minutes of the meeting of the Parish Council held at Westbury Village Hall, on Wednesday 21<sup>st</sup> February 2018 at 8:00pm

Present: Chair James Stone (JS), Cllr Vicky Webb (VW), Cllr Sue Barrett (SB), Cllr Franco Capella (FC), Cllr Graeme Cook (GC), Cllr Mark Willis, Cathy Knott (Clerk) and 1 member of the public

### Questions/comments from the public

A resident advised of the following issues:

Two lights are faulty on Main Street. Cllr GC will action.

A drain cover on the pathway outside Lormay House, Main Street is broken. The clerk advised she has reported this as an emergency to Bucks Highways.

Lorries queuing up Biddlesden Road to enter SugaRich. Cllr GC advised this is due to a new waiver system which has slowed weighing-in considerably. Times are steadily improving and staff are managing it to the best of their ability. He apologised for the inconvenience it has caused.

### 17/18 Apologies and welcome

Apologies were received from Cllr Derek Crane

**18/18 To receive and approve for signature the minutes of the annual meeting of the parish council held on 10<sup>th</sup> January 2018.** The minutes were approved and signed.

### 19/18 To note any matters arising from the minutes not included on this agenda for report only

Outstanding actions:

6/18 Write to AVDC regarding the pedestrian refuge, street lights, the neighbourhood plan and sewerage issues.

**ACTION: FC/GC/CK**

11/18 Chase Oxfordshire County Council on an update regarding the claimed footpaths.

**ACTION: VW**

12/18 Write to AVDC planning department to express our distaste over the outcome of the planner's decision regarding the new carpark at Beachborough School.

**ACTION: FC/CK**

Write to the Bursar, Beachborough School regarding carpark lighting on the lower carpark.

**ACTION: CK**

### 20/18 To formally accept Cllr Mark Willi's declaration of acceptance of office and register of interests

Cllr MW signed the declaration of office before the clerk who duly signed. He will let the clerk have his register of interests.

### 21/18 To receive declarations of interest related to business on the agenda

Cllr GC for SugaRich. Cllr SB and Chair JS for Beachborough. Cllr FC for planning notice 18/00344/ATC.

### 22/18 Financial matters

(a) Financial statement

(b) Payments received

(c) Invoices to be paid

BANK BALANCES AS AT	
13.02.1	£
Current	3,077.32
Business	41,930.88
TOTAL	45,008.20

Income received since 22 <sup>nd</sup> January	£
AVDC (dog waste) over payment	66.17
Interest	1.78
Defib donation – Slimming World	130.00
Defib donation – Shop & Café	100.00
Defib donation – Fit & Well Pilates	20.00
Defib donation – Eva Paoli	50.00
Defib donation – Top Dance	50.00
Payments made since 22 <sup>nd</sup> January	£
AVDC (planning application fee for S106 project)	231.00
Invoices approved for payment	£
C. Knott (salary)	448.50
C. Knott (expenses)	45.29
Spratt Endicot (legal fees)	1598.00
Opus (streetlight electricity) – direct debit	119.07
Pawle & Co Ltd (Defibrillator cabinet)	402.00
Zurich (annual insurance for 2018/19)	1709.08

### 23/18 Planning updates & applications

Application no.	Address	Details	AVDC Update
09/C0501/DIS	Paf Ltd Mill Lane Westbury NN13 5JS	Submission of details pursuant to Condition 8 (remediation strategy) relating to Planning Permission 09/00501/AOP	Discharge of remediation conditions. Awaiting decision.
17/04381/APP	Old Vicarage Orchard Place Westbury NN13 5JT	Construction of a hard-surfaced tennis court with surround fencing	Parish Council no objection. Conservation officer requested additional screening from Church view. Awaiting decision.
17/03745/APP	Land at Biddlesden Road Westbury NN13 5JL	Erection of up to 23 dwellings with all matters reserved other than access.	Approx 50 letters of objection from local residents. Parish Council objected. Awaiting decision.
17/03745/APP	Sugarich Biddlesden Road Westbury	Erection of additional storage building for raw materials and relocation of waste water lagoon	No objection from Parish Council. Awaiting decision Amended plans submitted 29.01.18
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. Awaiting decision.
17/02835/APP	Land adjacent to Mill Farm Westbury	Erection of four dwellings	No objection from Parish Council. Extension of time to receive revised plans. Decision delayed, awaiting revised plans from developer.
16/04155/APP	Former Paf Ltd Mill Lane Westbury Buckinghamshire	Erection of two flats and two maisonettes in place of the previously approved commercial (B1) units.	Parish Council had no objection. Still awaiting decision.
18/0057/HPDE	34 Mill Lane Westbury	Erection of single storey rear extension	No objection from parish council
18/00344/ATC	5 Main Street Westbury	Removal of holly tree in front garden	AVDC: APPROVED
18/00309/APP	Westbury play park	Erection of 4.8m x 28m length Durex perimeter fencing	Parish council support but declare an interest. AVDC: awaiting decision

**24/18 To receive updates on the S106 projects, the community defibrillator and applications for improvements to Playing Field Road/Drive**

Chair JS reported that the two S106 applications have been submitted. The application for the playpark requires planning permission for a new fence. Once the outcome of this has been determined we can move forward. The application for outdoor gym equipment is currently in limbo due to the "change of use" for 16/04155/APP not having yet been determined by AVDC.

Westbury parish council has also been asked to provide an appropriate sport/leisure project for S106 monies associated with application 17/02835/APP - Land Adjacent to Mill Farm Mill Lane Westbury. If the development proceeds it will generate a £19,248 off-site sport/leisure contribution. The clerk will circulate information to councillors and add to next months agenda. She will ask the leaders of the youth club if they have a project that needs support with funding.

**ACTION: CK**

CK advised that we have now received the defibrillator and training kit and are just waiting for the cabinet. Donations have been coming in from groups/users of the hall. Three first aid/defibrillator training sessions have been arranged and Chris Handby (a village resident) has agreed to run the sessions at cost price. Westbury Café have also agreed to cater for the sessions at cost price. Thank you to everyone who is supporting this project.

Cllr SB reported that applications have been submitted to Viridor and National Lottery Awards for All. Applying for funding to resurface Playing Field Road/Driveway. She is meeting with representatives from Viridor next week and will know more next month regarding the lottery application.

**25/18 To agree and approve the new grounds maintenance tender contract**

Chair JS circulated the tender documentation prior to the meeting. Councillors were unanimously in favour of renewing Scott Rodwell's contract.

Cllrs SB and VW advised that Westbury Cricket Club are responsible for cutting the leylandii as part of their lease agreement. CK will email Richard Tredwell to chase as it needs to be trimmed before the nesting season begins.

**ACTION: CK**

**26/18 Resolve to agree to a two-year electricity contract with OPUS from March 2018**

Councillors unanimously resolved to instruct OPUS with a two-year electricity contract.

**27/18 Report back on the clerk's annual appraisal**

Cllr VW reported that she had met with CK on 26<sup>th</sup> January and notes were read out. Due to CK's workload it was agreed to look for a volunteer to help with updating the website. Chair JS and Cllr VW will be reviewing the clerks' job description. Councillors thanked her.

Cllr VW advised that WVHA have asked CK to do some private admin work (which she will be paid separately for).

**28/18 Reports**

- a. **Play Park** – Nothing to report
- b. **Highways** – Cllr GC reported that he will talk to Dave Smith (TfB) regarding the potholes and cracking on Biddlesden Road again. CK has been asking Bucks Highways for grit bin refills since December. She has now asked County Councillor Charlie Clare to get involved.
- c. **Utilities** – Cllr GC will report the two faulty lights on Main Street and a loose bracket on a light on Biddlesden Road. He has completed a "walkabout" and updated the status of each light on the streetlight register. He is waiting on EON to come back with a price for safety checks.
- d. **Village Hall & WVHA** – Cllr VW reported that the operation of the bar by the cricket club has not yet been resolved but a meeting has been organised. The association have resolved issues around admin work. The recent quiz night was a success. The next big event will be a music night on 19<sup>th</sup> May. They are no longer running the monthly bar night.
- e. **Community Shop & Café** – Nothing to report
- f. **Footpaths** – Nothing to report
- g. **HS2** – CK attended the HS2 drop in session last week. She circulated various drawings and advised that the building work would begin in Spring 2019.

**ACTION: GC**

### **29/18 Correspondence received**

- Invitation to partake in the Shellswell History Festival. Cllr VW to respond.
- Email received from Geoff Spinks regarding the SugaRich planning application – CK/GC will respond.
- Email from Louise Evans regarding stop lines from Mill Lane to Main Street. CK will respond. Cllr GC will contact Dave Smith (TfB) to discuss worn out give way signs.
- Email received from Norman Carter re pavement parking in Buckingham Road. The clerk has written to Calibre Builders asking them to park considerably and to put right the grass verges once work is complete.
- Emails received from Rachel Livingstone regarding OCC footpaths. CK has replied.
- Email received from Callum Donoghue in response to drone email circulated. CK has responded and forwarded to Beachborough School's Bursar.
- Email received from Chris Donoghue requesting the parish council look into funding to create a cycle path from Westbury to Brackley. Councillors agreed to look into this.
- Email received from Andrew Warman regarding Westbury Cricket Clubs' response to the proposed development on Biddlesden Road. CK will respond.

### **30/18 Councillor questions**

None received.

### **31/18 Items for the April Link**

Date of next meeting.

Community defibrillator information.

HS2 drop in sessions.

Dog fouling notice

### **32/18 Public Participation session**

No comments.

### **33/18 Close**

The meeting closed at 9.10 pm.

**The next meeting will be held on Wednesday 21<sup>st</sup> March at Westbury Village Hall**