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Minutes of the annual meeting of the parish council held at Westbury Village Hall on Wednesday 9th May 2018 at 8:00pm

Present: Cllr James Stone (JS), Cllr Vicky Webb (VW), Cllr Graeme Cook (GC), Cllr Mark Willis, Cathy Knott (Clerk) and 1 member of the public.

Questions/comments from the public

None received.

50/18 To elect a Chairman for 2018/19 and receive the Chairman's declaration of acceptance of office

Cllr VW proposed Cllr Stone; Cllr GC seconded the proposal; all in favour. Cllr James Stone was duly elected as Chairman for the coming year and signed the declaration of acceptance of office when he joined the meeting at 8.15 pm.

51/18 To receive apologies for absence

Cllr VW chaired the meeting as Chair JS was delayed. He joined the meeting and took over as chair at 8.15 pm. Apologies received from Cllr SB and Cllr DC.

52/18 To elect a Vice Chairman for 2018/19

Cllr GC proposed Cllr Webb; Cllr MW seconded the proposal; all in favour. Cllr Vicky Webb was duly elected Vice Chairman for the coming year.

53/18 To receive and approve for signature the minutes of the meeting held on 14th March 2018.

Item 45/18 was amended to read woods not wilds. The minutes were then approved and signed.

54/18 To note any matters arising from the minutes not included on this agenda for report only

No actions currently outstanding.

55/18 To receive declarations of interest related to business on the agenda

JS – Beachborough School.

56/18 Financial matters

- (a) Financial statement
- (b) Payments received
- (c) Invoices to be paid
- (d) Approval to set up a monthly standing order for the clerk's salary

It was agreed not to set up a standing order at this time due to the inconsistency of tax payments.

BANK BALANCES	£
Current	1,046.80
Business	54,608.95
TOTAL	55,655.75

Income received since 14th March	£
Big Lottery grant for PF Road	10,00.00
AVDC Precept (first half)	9,175.00
Interest	1.54
Invoices approved for payment out of council since 14th March	£
C. Knott (March salary & expenses)	523.50
Barbara Osbourne (PAYE Services)	60.00
WPHC donation	3,000.00
BMKALC/NALC (annual subscription)	84.20
Play Inspection Company (annual inspection of playpark)	78.00
Texprep (APM invitations)	30.00
SLCC (annual fee shared with Evenley PC)	73.50
OPUS (DD) Streetlight electricity	210.88
Invoices approved	£
C.Knott (April salary)	505.80
HMRC (tax)	14.20
C.Knott (expenses)	92.96
Evenley PC (half costs towards GDPR training)	24.50
RoSPA (plans check for playpark fence)	300.00
ICO (information commissioners office) Data Protection Direct Debit	35.00
Balfour Beatty (repairs)	236.28
Rodwells (mowing)	146.77
WHN and CE Marshall (Internal audit fee)	90.00
Maddie Coxhill (village website)	106.35

57/18 Governance:

a. To receive the Internal Auditor's Report

The Clerk reported that the Council's Internal Auditor, John Marshall visited on 2nd May to conduct the year-end audit advising that the council is entitled to claim exemption from external audit. The report was circulated to councillors and will be posted on the website as required by the Transparency Code. Whilst all matters on which formal reporting were satisfactory, he drew attention to two issues:

- The risk assessment needs some work; in particular to the management of H&S risks, business continuity and data security.
- After next year's elections it is advisable to adopt the general power of competence.

b. Annual Governance and Accountability Return 2017/18

Chair JS and RFO CK completed the certificate of exemption.

1.To consider and approve Section 1, the Annual Governance Statement

The Chair read out and addressed each of the questions in the Annual Governance Statement, section 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 2018'. The approval was signed by the Clerk and Cllr Stone as Chairman of the meeting.

2.To consider and approve Section 2, the Accounting Statements

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 2018 be approved'. The Accounting Statements were certified by the Clerk as Responsible Financial Officer and the confirmation of approval by Cllr Stone as Chairman of the meeting. The Chairman thanked the Clerk for her work during the course of the year, contributing to the receipt of a good audit report.

58/18 GDPR compliance:

The clerk circulated all documentation prior to the meeting.

a. To appoint a Data Protection Officer

The clerk reported that BMKALC (Buckinghamshire & Milton Keynes Association of Local Councils) have advised that parish councils are exempt from appointing a data protection officer.

b. To adopt the Data Map

The map was amended and councillors unanimously resolved to adopt it. It was agreed to review it in six months

c. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

It was unanimously resolved to adopt all four policies.

d. To adopt the Privacy Notices

It was unanimously resolved to adopt both the general and the staff/councillor privacy notices and agreed to replace the privacy notice on the village website.

e. To receive completed security compliance checklists from all councillors

The clerk circulated checklists to all councillors who completed and returned them.

f. To note that the council is already registered as a Data Controller with the ICO

The clerk confirmed the council is registered with ICO.

59/18 To adopt the new Model Standing Orders (April 2018)

The clerk advised that due to many amendments (mainly around GDPR) it was easier to adopt the new model standing orders rather than amend the old ones. All councillors were in agreement and unanimously resolved to adopt the new standing orders.

60/18 Planning updates & applications

Application no.	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. AVDC: 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. APRIL 2018 – NEW APPLICATION for up to 20 dwellings	Approx 50 letters of objection from local residents. Parish Council objected. WPC objected and have requested another site meeting with planners and Highways. AVDC: 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. Amended plans submitted 29.01.18 AVDC: APPROVED
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. AVDC: 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. AVDC: Awaiting decision
16/04155/APP	Former Paf Ltd Mill Lane Westbury	Erection of two flats and two maisonettes in place of the previously approved units	Parish Council had no objection. AVDC: APPROVED
18/00507/HP DE	34 Mill Lane Westbury	Erection of single storey rear extension	No objection from parish council AVDC: REFUSED
18/00309/APP	Westbury play park	Erection of 4.8m x 28m length Durex perimeter fencing	Parish council support but declare an interest. AVDC: APPROVED
18/01259/APP	34 Mill Lane Westbury	Erection of rear Conservatory.	Parish Council had no objection AVDC: awaiting decision
18/00675/APP	The Stables Westbury	Insert window into south facing wall	Parish Council: no objection AVDC: awaiting decision
18/01492/APP *	Beachborough School Mill Lane	Erection of outbuilding, change of use of residential building to commercial, new pedestrian path from entrance to door of main building, Parking area for existing	Parish Council: will seek further information before submitting comments

		lodge building and resurfacing of road and car parks	
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***18/01492/APP Beachborough School** – It was agreed to look further at the plans and inform any residents affected by the proposal before submitting comments to AVDC. It was noted that the east side lower carpark is not an official carpark.

The clerk advised that she has received concerns from residents regarding the overflow carpark on Mill Lane being used as a permanent daily fixture and the amount of extra traffic on Mill Lane this has resulted in.

Suspend standing orders

Chair JS suggested we should write to the school advising that the car park is not being used as stated in the planning application as an ‘overflow’ carpark, and to ask if they can address the traffic/speeding issues on Mill Lane.

Reinstate standing orders

Action: CK/JS/VW

***17/04058/AOP Land at Biddlesden Road** – Cllr GC reported that he been in touch with Scott Hackner, planning officer at AVDC who is almost ready to make his recommendation on this proposal. Scott advised there is a HELAA (housing & economic land availability assessment) detailing this particular site as suitable land for housing, however suitable conclusion doesn’t mean it will be allocated. Cllr GC pointed out all the discrepancies in the latest report advising Scott that even though the pedestrian refuge is now a condition (no.7), it will not work or be safe. Cllr GC has contacted Cllr Charlie Clare again asking for his support in meeting with Highways and AVDC planners to discuss joining the two parts of the village together properly and safely.

Cllr GC advised that a neighbourhood plan would assist us with objecting to this proposal. CK reported that she had looked back at the archives and found details of the plan and a village consultation. She contacted AVDC who have advised that the plan was not registered. This is something that needs to be addressed.

Suspend standing orders

A resident advised that it might be worth speaking to Faccenda Foods, as a lot their lorries use Biddlesden Road to get to the site at Whitfield. This might add weight to our cause for having a safe crossing.

Action: GC

Reinstate standing orders

61/18 Co-option – to discuss applications from interested parties

Two applications have been received. It was agreed to ask both applicants to attend the next meetings in June and July.

62/18 Resolve to assign councillor responsibilities

Cllr MW agreed to take on the responsibility for HS2 including funding applications. Councillors will continue with their responsibilities as they stand currently.

63/18 Reports

- a. **Play Park** – Chair JS reported that planning permission for the fence has been approved with a clause to plant and maintain trees on the fence line. Prices have been firmed up for fencing and equipment and he will re-present numbers. It is hoped that S106 funds will be available within the next few weeks.
- b. **Highways** – Cllr GC has been in contact with Dave Smith (BCC Highways) who has advised the large pothole on Biddlesden Road is classified as class 2. When it becomes class 1 it will be filled as a priority. The pothole on the junction of Orchard Place and Main Street is also being monitored. Repairs to roads on Welsh Lane are imminent and will last approximately ten days.
- c. **Utilities** – Nothing to report at this time.
- d. **Village Hall & WVHA** – Cllr VW reported that Ken Thurlow is the current chairman. The next event is on 19th May with an afternoon of festivities and music in the evening.
- e. **Community Shop & Café** – Hellen Sermons has taken over as manager.
- f. **Footpaths** – Cllr VW reported that the final public footpath claims are moving along now. She has met with Alex Humphreys (the rights of way officer at Oxfordshire County Council) and is liaising with her over evidence etc. The next stage in the process is an internal committee meeting where the county council will determine the application together with all the other evidence shows that a right of way exists. Notices will then go out to landowners who have the right to object. If there are objections, it will go to an official hearing (as before) that will last two days.
- g. **HS2** – the next “drop in” session is at Westbury Shop & Café on Friday 18th May 12 – 4 pm.

64/18 Correspondence received

Fusion update on creation of a new ecology habitat circulated to residents.
HM Land Registry confirming registry of land lying to the south of Brackley Road, Westbury.

65/18 Councillor questions

None received.

66/18 Items for the June Link

Date of next meeting. Dog fouling notice.

67/18 Public Participation session

No comments.

68/18 Close

The meeting closed at 9.55 pm

The next meeting will be held on Wednesday 13th June at 8.00 pm at Westbury Village Hall.

DRAFT