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Minutes of the meeting of the Parish Council held at Westbury Village Hall, on Wednesday 13th June 2018 at 8:00pm

Present: Chairman James Stone (JS), Cllr Vicky Webb (VW), Cllr Sue Barrett (SB), Cllr Graeme Cook (GC), Cllr Mark Willis, Cathy Knott (Clerk), 3 representatives from HS2 & Eiffage Kier and 6 members of the public

Cheryl Snudden, HS2 Community Engagement Manager and Chris James from Eiffage Kier (EK) attended the meeting and Chris gave a presentation. EK is the main works civil contractor for our area and will be carrying out civil engineering works after Fusion have completed its works. They will be mainly concentrating on installing three structures - two bridges and a viaduct. Their work will last for approximately three – four years before the next contractors take over and install the line. There will be approximately 150-200 people working in this area. The line is due to be running by 2026. Works will be carried out between the hours of 8 am to 6 pm Monday to Friday with one hour either side for preparation work and the site will have 24 hour security.

Chris advised there will be additional ground investigation work over the summer near where the viaduct will be. HS2 will inform the parish council before this work takes place.

Cheryl and Chris will both be attending “drop in” sessions in Westbury in the coming months including evening sessions in order to openly communicate the project.

More information is available on the village website: www.westburyvillage.co.uk along with Cheryl’s contact details.

Questions/comments from the public

None received.

69/18 Apologies and welcome

Apologies were received from Cllr Derek Crane (DC)

70/18 To receive and approve for signature the minutes of the annual meeting of the parish council held on 9th May 2018. The minutes were approved and signed.

71/18 To note any matters arising from the minutes not included on this agenda for report only

CK advised that outstanding actions are being dealt with.

72/18 To receive declarations of interest related to business on the agenda

None received

73/18 Financial matters

(a) Financial statement

(b) Payments received

(c) Invoices to be paid

BANK BALANCES as at 13.06.2018	£
Current	3,240.08
Business	51,610.94
TOTAL	54,851.02
Income received since 9 th May	£
Interest	1.99

VAT refund	839.06
Invoices approved	£
C.Knott (May salary & expenses)	596.80
HMRC (tax)	14.20
S. Rodwells (mowing)	202.42
Bucks Playing Field Association	20.00
OPUS (direct debit) streetlight electricity	91.26
Richard Haynes (VAT on invoice 4940 for Playing Field Road)	2,669.60
Donation to Westbury Church PCC	150.00
Richard Haynes (invoice 4953 Playing Field Road)	15,600.00

Councillors agreed to transfer £20,000.00 from the business account to the current account to cover the above transactions.

(d) To receive an update from the financial controls officer

It was agreed to defer this until the July meeting.

74/18 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
*17/04058/AOP	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	Parish council: objection AVDC: Awaiting decision
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
18/01259/APP	34 Mill Lane Westbury	Erection of rear Conservatory	Parish Council had no objection AVDC: Approved
18/00675/APP	The Stables Brackley Road 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 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 AVDC: awaiting decision

17/04058/AOP – Cllr GC advised that County Councillor Charlie Clare had requested an onsite meeting with Bucks Highways, AVDC planners and parish councillors but Highways had refused.

75/18 To discuss councillor responsibilities

It was agreed to defer this until the July meeting.

76/18 To review the financial regulations

CK advised that the quarterly bank reconciliation should be carried out by a councillor other than the Chairman. Cllr MW agreed to be responsible for this role (2.2). It was agreed to amend the date to November regarding 4.4. The financial regulations were agreed and the clerk will publish them on the website. **Action: CK**

77/18 To update the risk register and asset register

Updates were agreed to the asset register. The clerk will publish the updated version on the website. CK advised that following the internal audit, she had added a lot more detail to the risk register which she will circulate to councillors for approval at the July meeting. **Action: CK**

78/18 To receive an update on Playing Field Road/Drive, Playpark and outside gym

Cllr SB reported that works were going well to improve Playing Field Road. It has been a good collaborative project with different organisations and individuals in the village communicating with the parish council to get the best results. The road will be closed on Monday and Tuesday next week for tarmacking. We are currently looking at alternative parking arrangements for residents of the road and users of the village hall, co-ordinating with Ken Thurlow.

Chairman JS reported that due to restrictions of Section 106, it has taken six months to gain approval for the fence in order for the playpark project to go ahead. We were hoping to have the works completed before the summer so that children could enjoy the park in better weather, but this hasn't been possible. The project has now been approved and some of the playpark equipment has been removed. The tunnels will be removed before Playing Field Road is resurfaced next week. This is a money saving exercise to reduce costs by using the same contractor. Chair JS advised that he is meeting with Jerry Jarman from Kompan tomorrow to go through the scheme, confirm orders and agree dates for installation of equipment.

Approval has also been given for the outdoor Gym. Discussions still need to take place with Westbury Cricket Club to agree on the best location for the equipment. **Action: JS**

79/18 To receive an update on the Oxfordshire County Council (OCC) Rights of Way definitive map footpaths and bridleway applications

Cllr VW reported that Alex Humphreys (Assistant Rights of Way Officer for Oxfordshire County Council) has been talking to land owners and path users (witnesses) relating to the outstanding footpaths and bridleways and is in the process of pulling all of the information together. Cllr VW has responded to a claim made by a landowner that route one was a total fabrication by the parish council.

The planning inspectorate deadline to determine applications should have been 30th June but this has been put back to August and it could be another year before everything has been finalised. Cllr VW advised we should write to the Planning Inspectorate and copy in the Rt. Hon. John Bercow MP pointing out that they have failed us again. **Action: VW**

80/18 Reports

- a. **Play Park** – Covered under item 78/18.
- b. **Highways** – Cllr GC reported that he is still chasing the outstanding potholes on Biddlesden Road. He will also ask Bucks Highways if they can do anything about the exit off the Brackley roundabout onto the A422.
- c. **Utilities** – Cllr GC reported that he has received a quote from Balfour Beatty for visual and electrical testing of all streetlights for £1200.00. Councillors unanimously approved for this to go ahead. Cllr GC advised that there are four lights that need isolating in the village. He will seek more quotes from companies for other outstanding work. **Action: GC**
- d. **Village Hall & WVHA** – Cllr VW reported that the Summer Festival will take place on the weekend of 8th and 9th of September starting with a band on the Saturday evening and a fete and dog show on the Sunday. Cllr VW advised that at the last meeting issues were discussed around the shared use of the kitchen and members have now agreed on the way forward.
- e. **Community Shop & Café** – Nothing to report at this time.
- f. **Footpaths** – CK advised that the path behind School Close was very overgrown. Cllr's JS and MW agreed to action this. **Action: JS/MW**
- g. **HS2** – Cllr MW reported that he and CK had attended a Networking Meeting on Monday with Brackley Town Council and parish councils from surrounding villages. The main issues discussed were traffic and the effect HS2 construction will have on the local roads.

Cllr SB advised that Helmdon Parish Council have recently received HS2 community and environment funding. It was agreed that Cllr MW and CK will contact other organisations in the village in order to make a wish list with the possibility of applying for funding as a whole village.

Action: MW/CK

81/18 Correspondence received

- The Bursar, Beachborough School has written to the council asking for help and advice in regards to concerns the school has about inappropriate use of the school grounds. CK will organise a meeting with her over the summer holidays.
Action: JS/CK
- Email received about the amount of dog fouling in the village and an idea to ask Youth Club members to design a poster appealing to dog owners to use the bins. Councillors agreed this was a great idea. **Action: CK**
- Email received asking for permission to destroy the orange hawkweed growing on a verge in Main Street. CK has responded to the resident asking for a COSHH report and further details before taking further action.
- Verbal concerns received over the number of weeds growing in Westbury, the worst areas being Orchard Place and Mill Lane. As this is no longer Bucks County Council responsibility, it was agreed to put a notice in the link asking residents to try and keep the area outside their homes weed free (if they are able) and we will organise a clean-up over the summer.
Action: CK

82/18 Councillor questions

CK advised that she had attended a workshop at Buckingham library to learn about Buckinghamshire County Council's new parish portal for Transport for Bucks 'fix my street'. Parish Councils and individuals will be able to access the tool to report various issues including pot holes, grit bins and fly-tipping. Once it has gone live, CK will send information out via the village email system and put links on the village website.

83/18 Items for the July/August Link

Date of next meetings

Dates of HS2 drop in sessions at Westbury Community Shop & Café

Dog mess reminder

Village communication via website, Facebook and village email

Reminder to keep dogs on leads in the Churchyard

Update on the children's playpark

Details of BCC 'fix my street' tool

Notice about weeds

84/18 Public Participation session

A resident advised that Open Reach had recently been working on the cabinets in Westbury and there had been lots of issues with broadband and phone lines. They have also left a lot of old wiring on site.

A resident thanked the parish council for supporting a planning application for a window (18/00675/APP), advising that AVDC has turned it down. The resident will be appealing the decision.

A resident asked if a notice could be sent out asking dog owners to be respectful and keep dogs on leads when walking through the Churchyard. CK will put a notice in the Link.

85/18 Close

The meeting closed at 10.05 pm

The next meeting will be held on Wednesday 4th July at Westbury Village Hall