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Minutes of the annual meeting of Westbury Parish Council held at Westbury Village Hall on Wednesday 22nd May 2019 at 8:00pm

Present: Cllr James Stone (JS), Cllr Vicky Webb (VW), Cllr Graeme Cook (GC), Cllr Mark Willis (MW), Cllr Cath Young (CY), Cathy Knott (Clerk) and one member of the public. District Councillor Patrick Fealey joined us for first part of the meeting.

Questions/comments from the public

A resident has called Bucks County Council asking when the grass verges will be cut on the crossroads as it's getting very dangerous pulling out from Biddlesden Road.

Patrick Fealey advised that one county-wide unitary council will take over from the county council and four district councils (Wycombe, South Bucks, Chiltern and Aylesbury Vale) on 1st April 2020, with elections taking place on 7th May 2020 along with parish and town council elections. Patrick and Charlie Clare will continue to combine their workload and will be joined by one more councillor in May 2020 (giving three councillors per ward).

Patrick is a member of the strategic planning group working on the express way; he said of the three routes considered, route B is the preferred one. The final routes within that corridor will be considered and consulted on later in the year.

The clerk thanked Patrick for his help with obtaining planning evidence needed for a funding application for a gazebo at the village hall.

50/19 To elect a Chairman for 2019/20 and receive the Chairman's declaration of acceptance of office

It was resolved that Cllr James Stone be re-elected as Chairman for the coming year. He duly signed the declaration of acceptance of office.

51/19 To receive apologies for absence

None received.

52/19 To elect a Vice Chairman for 2019/20

It was resolved that Cllr Graeme Cook be elected as Vice Chairman for the coming year.

53/19 To receive and approve for signature the minutes of the meeting held on 13th March 2019.

The minutes were approved and signed.

54/19 To note any matters arising from the minutes not included on this agenda for report only

No actions currently outstanding.

55/19 To receive declarations of interest related to business on the agenda

JS for 62/19 Co-option.

56/18 Financial matters

(a) Financial statement

(b) Payments received

(c) Invoices to be paid

BANK BALANCES			
	£		
Current	5,617.49		
Business	25,007.37		
TOTAL	30,624.86		
Receipts (since 13.03.2019)		Amount	VAT
Interest (April/May)		1.41	
WPHC money for PF Rd)		350.00	

AVDC (first half of precept)	9,212.00	
Invoices paid since the last meeting on 13.03.19		
C. Knott (March salary)	520.00	0
R S Haynes Ltd (Fence works)	7,476.08	1,495.22
OPUS (electricity direct debit)	94.14	4.71
SLCC renewal fee (shared with Evenley PC)	78.00	0
Zurich Insurance (annual fee)	1820.25	0
Barbara Osborne (PAYE service)	63.00	0
BMKALC, NALC & LCR annual subscription fee	85.96	0
Texprep (postcard printing)	39.10	0
Invoices submitted for approval		
C.Knott (April salary & expenses)	544.57	2.67
OPUS (Streetlight electric) Direct debit	107.80	5.39
ICO (data protection registration fee) Direct debit	35.00	0
Balfour Beatty (Mill Lane repair)	132.81	26.56
S.Rodwell (mowing)	202.42	0
OPUS (streetlight electric – May) Direct debit	95.07	4.75
John Marshall (internal audit fee)	90.00	0

57/19 Governance:

a. To receive the Internal Auditor's Report

The Clerk reported that the Council's Internal Auditor, John Marshall visited on 14th May to conduct the year-end 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 one issue:

- *the Council included a sum of £2,000 in its ear-marked reserves to cover election costs. This is prudent and sensible; best practice is to include a sum equivalent to 25% of the total estimated cost over the four-year life of the council, in each annual budget.*

Chairman JS thanked the clerk and Cllr MW for their work on this.

b. Annual Governance and Accountability Return 2018/19

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 2019'. 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 2019 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.

58/19 Planning updates & applications

Application	Address	Details	AVDC Update
Application ref: 17/04381/APP Appeal ref: 18/00096	Old Vicarage Orchard Place	Construction of a hard-surfaced tennis court with surround fencing.	Appeal dismissed 29.04.19
18/03828/AOP Amended 17.04.19	Land at Biddlesden Road	Erection of up to 13 residential dwellings with all matters reserved other than access	Parish Council: Objection submitted 28.11.18 AVDC: Awaiting decision
APPEAL notice 17/04058/AOP *	Land at Biddlesden Road	Appeal lodged with the Secretary of State against the Council's decision objecting to the erection up to 20 residential dwellings	WPC: Submitted further comments to planning inspectorate on 26.11.18 Awaiting decision
Application Ref: 18/00675/APP Appeal Ref: 19/00009/FTHA	The Stables Brackley Road Westbury	Insert window into south facing wall	Appeal lodged with the Secretary of State against AVDC's decision

***After meeting note:** the appeal for the erection of 20 residential dwellings on Biddlesden Road has been dismissed.

59/19 To review the following policies and to adopt NALC's 2018 Code of Conduct:

- **Standing Orders**
- **Data Breach policy**
- **Records Retention policy**
- **Subject Access Request Procedure**

Amendments were made to the records retention policy before approval and all other policies were approved. It was resolved not to adopt NALC'S code of conduct as it is very similar to ours we adopted in 2012 which was also reviewed and approved.

60/19 To provide an update on the public rights of way in the Mixbury Parish

The objection period for the footpaths order was due to end last Friday, 17 May. However, Oxfordshire County Council has extended the period for another two weeks until Friday 31 May.

The Bursar at Beachborough School has advised that a countryside access officer from Oxfordshire County Council (OCC) has been out to look at the concrete bridge and confirmed that once the footpath is registered, if the bridge is deemed to be unsafe (which it most likely is) the council will temporarily close the footpath until such time that the route is deemed safe to use. The closure will be effective immediately and will mean that the right to walk on the registered footpath would be revoked until the problem is fixed. We will provide a further update at the next meeting.

61/19 To approve amendments to the asset list for 2019.20

Amendments were approved. The clerk will publish the updated list on the website.

62/19 Co-option – to discuss applications from interested parties and resolve to co-opt two new councillors

An application has been received from Lindsay Webster. Councillors resolved to co-opt her onto the council and her term will commence at the next meeting on 12th June 2019. The clerk will continue to advertise one vacancy.

Action: CK

Cllr VW left the meeting

63/19 To discuss the maintenance of the fence bordering the playing field

Chair JS advised that the fence was erected as part of an agreement between the Owens and Playing Field Association back in 1975 and it is now the parish council's responsibility. HS2 are going to be planting up the border so it was agreed to leave it for now. The council resolved to budget for maintaining the fence going forward.

64/19 To discuss traffic calming throughout the village

Chairman JS and the clerk have met with the Bursar and Headmaster of Beachborough School again to discuss traffic, drainage issues and footpaths. They shared their thoughts on how they might be able to help resolve congestion issues and are looking into an unofficial one-way-system. They have also been sending regular emails to parents, reminding them to drive carefully and respectfully through the village and are exploring the use of the lower carpark with the possibility of making it a staff carpark so there is only one daily journey in and out.

Regarding Playing Field Road, Ian Towner (WVHA Chairman) has added a note onto all hire agreements and is re-enforcing with all hirers to be mindful of the speed limit and to be respectful of neighbours. Two Thames Valley Police speed watch signs have recently been put up on the road and the police will be performing checks here and around the village.

After looking into vehicle activated signs, it was agreed that we would be better off joining speed watch. The clerk will look into becoming members and try to generate volunteers.

Action: CK

65/19 To accept councillors reports on the following areas (if there is anything to report):

- a. **Play Park (JS)** continues to be well used.
- b. **Highways (GC)** nothing to report.
- c. **Utilities (GC)** the replacement lights have been delayed due to a manufacturing problem but are hoping to be fitted in June.
- d. **WVHA & WCS (VW)** JS reported that everything is running along smoothly. The sound panels were put up in the hall last Sunday during a maintenance day.
- e. **Neighbourhood plan (CY)** an application for AVDC to designate a neighbourhood area has been submitted. CY has been in touch with O'Neill Homer Consultancy and they are happy to have an informal chat about the plan. She will arrange a meeting.
- f. **Footpaths (VW)** see 60/19.

Action: CY

- g. Hs2 (JS)** we are meeting with HS2's land agents on Friday to discuss temporary possession of part of the playing field.
- h. Action plan** – the clerk advised that she had met with Derek Crane last week. He has asked if we would like a normal bench or a round wooden one, to go around the new tree on Treebank. Councillors decided on a round bench. Richard Haynes will be putting some steps into the side of the bank for easier access and he will install the bench and a litter bin on the bank. Derek also said he would like to donate a Christmas tree again this year. The clerk and councillors thanked him for his kind donations.
The rotten wooden bollards on the grass verge to the front of School Close will be replaced by Beachborough.

66/19 Correspondence received

- AVDC have notified us of an increase to the dog waste collection service.
- OPUS have notified us of increased in standing charges. This should be offset by our savings once our replacement lights have been fitted.
- Notice of the Armed Forces Day at Wycombe Air Park on Saturday 29th June. CK will circulate the information.
- Plans to celebrate and commemorate the 75th anniversary of VE Day, 8th to 10th May next year. CK will liaise with WVHA regarding a joint event. **Action: CK**
- Email correspondence is ongoing with a Playing Field Road resident regarding parking which we are trying to mitigate. We have sought legal advice and are arranging a meeting to discuss issues.

67/19 Councillor questions

Cllr CY advised the school sign at the top of Mill Lane is overgrown with foliage. CK will inform Beachborough.
Chairman JS advised that Ian Towner (WVHA Chairman) is exploring the possibility of informal seating areas on the playing field.

68/19 Items for the July Link

Date of next meeting
New lights
Thank you to WVHA
VE Day weekend celebrations
Treebank update

69/19 Public Participation session

No comments received.

70/19 Close

The meeting closed at 10.00 pm

The next meeting will be held on Wednesday 12th June at 8.00 pm at Westbury Village Hall.