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## Minutes of the meeting of Westbury Parish Council held at Westbury Village Hall on Wednesday 11<sup>th</sup> September 2019 at 8:00pm

Present: Cllr James Stone (JS), Cllr Graeme Cook, Cllr Cath Young (CY), Cllr Katy Wintour (KW), Cathy Knott (Clerk) and two members of the public. County Councillor Charlie Clare joined the meeting for 15 minutes at 8.15 pm to provide an update.

### Questions/comments from the public

Chairman James Stone welcomed everyone back after the summer recess. No comments received.

### 104/19 To receive apologies for absence

Apologies accepted from Cllr Vicky Webb (VW) and Cllr Lindsay Webster (LW)

### 105/19 To receive and approve for signature the minutes of the meeting held on 3<sup>rd</sup> July 2019.

The minutes were approved and signed.

### 106/19 To note any matters arising from the minutes not included on this agenda for report only

All matters are either on the agenda or are being dealt with.

### 107/19 To receive declarations of interest related to business on the agenda

None received.

### 108/19 Financial matters

- (a) Financial statement
- (b) Payments received
- (c) Invoices to be paid

BANK BALANCES	£
Current	1,316.06
Business	17,011.62
<b>TOTAL</b>	<b>18,327.68</b>

Invoices paid since the last meeting	£	VAT £
Balfour Beatty (replacement lights)	6690.59	1338.12
C. Knott (July salary) + expenses (annual fee for Microsoft 365)	579.99	0
S. Rodwell (mowing)	146.00	0
Opus (electric) direct debit	84.86	4.24
Opus (electric) direct debit	91.46	4.57
Receipts since the last meeting		
Western Power (Wayleave payment)	61.74	
Interest x 3 months	2.37	
Invoices approved for payment		
C. Knott (Aug salary & expenses)	525.49	0
S. Rodwell (mowing)	55.65	0
PKF Littlejohn LLP (external audit fee)	400.00	80.00
P A Turney LTD (strimmer)	188.00	37.60
James Stone (diesel & oil for strimmer)	14.09	0

**d. To receive an update from the internal controls' councillor**

The clerk circulated the quarterly bank reconciliation explaining that as cllr MW has resigned, it hasn't been checked by the internal controls' councillor. The chairman will assign this responsibility to another councillor before the next financial check is carried out.

The clerk advised that PKF Littlejohn (external auditors) have completed their review of the annual governance & accountability return (AGAR) for Westbury, for the year ended 31.03.19 and reported no findings. A 'notice of conclusion' has been put up on the notice board and website giving details of inspection rights. To view all accounting documents, please visit the village website page: <https://westburyvillage.co.uk/finance/>

**109/19 Planning updates & applications**

Application	Address	Details	AVDC Update
18/03828/AOP <b>Amended 17.04.19</b>	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 <b>AVDC: REFUSED</b>
Application Ref: 18/00675/APP Appeal Ref: 19/00009/FTHA	The Stables Brackley Road Westbury	Insert window into south facing wall	<b>AVDC: APPROVED</b>
19/02652/APP 19/02653/APP & 19/02654/APP	Mill Farm Mill Lane Westbury	Erection of straw, hay and fodder barn. Extension to cattle barn x 2	Parish Council: No objection <b>AVDC: awaiting decision</b>

**OUT OF COUNCIL**

*County Councillor Charlie Clare (CC) joined the meeting to give the following update:*

- Two drains have been unblocked over the summer. JS advised CC that unfortunately the main drain causing issues on Main Street hasn't been unblocked. **CC will action.**
- The transition period from two tiers of council to one unitary has started and is proceeding well. Correspondence will now be coming from the shadow authority. Parish councils and residents will receive a simpler, better service and the county should save millions every year.
- Road works; Bucks Highways is bracing itself for the winter period and will continue to action issues arising.
- HS2 is presenting a business case for notice to proceed and a revue will be happening soon. CC thinks significant changes will arise from this. He believes there is little point in HS2 carrying out any work between now and the end of the year until clarification has been given.

**BACK IN COUNCIL**

**110/19 To accept Cllr Mark Willis's letter of resignation**

Chairman JS advised that Mark has resigned due to personal circumstances but he has kindly said he will still treat the notice board and follow up on the tree survey. JS thanked him for his diligence and hard work during his time as councillor especially with planning. If he is in a position to re-join the council in the future, we will welcome him back. A discussion ensued on whether to start the process of co-option for this vacancy as we have elections next May. It was resolved to leave it for now but to review it monthly.

**111/19 To adopt the new Financial regulations**

The clerk explained that due to many small changes it was easier to adopt NALC's new financial regulations rather than amend our current ones. All councillors approved and CK will put on the village website. All policies can be viewed at: <https://westburyvillage.co.uk/westbury-parish-council-published-documents/>

**112/19 To provide an update on Westbury Speed Watch**

The clerk met with Wendy Taylor of Community Speed Watch during the summer and four locations in Westbury have been confirmed by the Police (on the A422, Biddlesden Road, Main Street and Mill Lane). The Police will organise for training to be carried out with our team of twelve people over the next few months. We will need to purchase SD cards and community speed watch signage. CK will get prices before the next meeting. **ACTION: CK**

Cllr GC advised that he didn't think the VAS on the A422 was working correctly. He will contact Highways to see if needs to be recalibrated. **ACTION: GC**

Chairman JS advised that he and the clerk are meeting with Beachborough's headmaster and bursar tomorrow to discuss various issues including traffic. He will provide an update at the next meeting.

**113/19 To discuss councillor responsibilities**

Chairman JS advised of the amended responsibilities which the clerk will circulate.

**ACTION: CK**

**114/19 To accept councillors reports on the following areas (if there is anything to report):**

- a. **Play Park (KW)** checks were carried out in August and issues actioned. It was agreed to put the notice board back up and to look into getting a bigger rubbish bin and possibly another bench/seating area. **ACTION: KW**
- b. **Highways (GC)** communications with Paul Foote (the new TfB representative) have taken place. The roundel and white lines will be repainted over the next few weeks on Biddlesden Road. GC is monitoring the dip (a recent failed repair) on Biddlesden Road as Paul has advised that it is currently too shallow to action. Regarding the traffic signage left on Treebank, JS has contacted CTM and Anglian Water asking them to action.
- c. **Utilities (GC)** Cllr GC is chasing Weston Power for a new certificate, showing reduced energy so that we start to see savings and get a discount. **ACTION: GC**
- d. **WVHA & WCS (VW)** There are lots of events planned for the coming months including a theatre production on 16<sup>th</sup> November, the Big Switch on and Christmas Market on 6<sup>th</sup> December, Westbury Wassail on 20<sup>th</sup> December and a New Years Eve Party. The Shop & Café are looking for more volunteers and are seeking a paid assistant.
- e. **Neighbourhood plan (CY)** We have received formal notice of the area designation from AVDC. CY, JS and the clerk have met to complete the application for a locality grant which CK will submit. CY will organise a meeting with all NP members and Neil Homer. **ACTION: CK/CY**
- f. **Footpaths** the chairman and clerk are meeting with Beachborough's headmaster and bursar tomorrow to discuss the footpaths and other issues.
- g. **Hs2 (JS)** Growing Ideas Ltd has been working in conjunction with HS2 to supply schools and village halls with a raised bed/planter, to grow vegetables and herbs. Tomorrow they are installing a bed to the side of the village hall which Hellen will manage until the Youth Club is back up and running and it is hoped they will then be able to assist Hellen.  
We will be submitting a revised application for community environment funding. **ACTION: JS**
- h. **Action plan (CK)** The round bench for Treebank has been delivered and is awaiting installation by Richard Haynes, who will also be replacing the road sign on Treebank and the sign outside Reindeer House.

**115/19 Correspondence received**

At the end of August, AVDC welcomed the announced review into HS2 and has highlighted its opposition to the project. AVDC has demanded that all enabling works cease until the review has been concluded and a Notice to Proceed is agreed.

**116/19 Items for the October Link**

Meeting dates  
Christmas BIG SWITCH ON and mini market  
Neighbourhood plan  
Fix my street  
Considerate parking  
Dog fouling  
Keeping in touch

**117/19 Councillor questions**

Cllr GC asked if we should erect bollards around the streetlight opposite School Close to avoid vehicles driving into it.

**118/19 Public Participation session**

A resident asked when the hedge to the front of the playing field would be trimmed back. Chair JS advised that Scott Rodwell will be actioning this within the next two weeks. She also advised of overgrown vegetation to the front of Grainge Close. JS will look into it. **ACTION: JS**

**119/19 Close**

The meeting closed at 9.25 pm

**The next meeting will be held on Wednesday 9<sup>th</sup> October at 8.00 pm at Westbury Village Hall.**