



Minutes of the virtual annual meeting of Westbury Parish Council held via Zoom on Wednesday 13th May 2020 at 3.00 pm

Present: Cllr James Stone (JS), Cllr Graeme Cook (GC), Cllr Vicky Webb (VW), Cllr Katy Wintour (KW), Cllr Lindsay Webster (LW) and Cathy Knott (Clerk)

Questions/comments from the public

No public present

56/20 To elect a chairman for 2020/21 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.

57/20 To receive apologies for absence

Apologies accepted from Cllr Cath Young (CY).

58/20 To elect a vice chairman for 2020/21

It was resolved that Cllr Graeme Cook be re-elected as vice chairman for the coming year.

59/20 To receive and approve for signature the minutes of extraordinary meeting of the parish council held on 15th April 2020.

The minutes were approved and signed (virtually).

60/20 To adopt remote meeting standing orders

Councillors unanimously agreed to adopt them. The clerk will add them to the village website policies (<https://westburyvillage.co.uk/westbury-parish-council-published-documents/>)

61/20 To note any matters arising from the minutes not included on this agenda for report only

39/20 – Cllr VW has spoken to Oxfordshire County Council about this matter and will chase again. **Action: VW**

62/20 To receive declarations of interest related to business on the agenda

Cllr JS for 63/20 invoice for VE Day items.

63/20 Finance:

- a. Financial statement
- b. To note payments received
- c. To consider invoices to be paid

BANK BALANCES	£
Current	3,984.44
Business	24,470.64
TOTAL	28,455.08

Invoices paid since the last meeting		VAT £
OPUS DD	162.10	TBC
Andy Knott (refurbishment of noticeboards)	225.00	0
ICO (data protection annual fee) DD	35.00	0
Income received since the last meeting		
Precept (first half)	9,240.50	0
Invoices to be approved		
C.Knott (May salary)	541.51	0
HMRC (tax)	4.80	0
C.Knott (May expenses)	84.99	0
James Stone (VE Day decoration expenses)	111.86	0

S. Rodwell (mowing)	146.77	0
Jeff Christian (reimbursement for varnish)	28.00	0
W J McL. Marshall (internal audit fee)	90.00	0
OPUS (streetlight electricity) DD	105.94	5.30

64/20 Governance:

a. To receive the Internal Auditor’s Report

The Clerk reported that the Council’s Internal Auditor, John Marshall carried out his end of year audit remotely via email and phone on 11th May. The report 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 relating to the Asset Register, where the acquisition costs (as opposed to the insurance values) are not currently included. This has since been rectified. Chairman JS thanked the clerk for her work on this.

b. Annual Governance and Accountability Return 2019/20

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

The chairman 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 2020’. The approval was signed by the cllr Stone as chairman of the meeting who will post it back to the clerk for signing (due to COVID-19 constraints).

To consider and approve Section 2, the Accounting Statements

The chairman 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 2020 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.

65/20 To receive planning updates and recommendations

Application	Address	Details	AVDC Update
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. AVDC: awaiting decision
20/00055/APP	Manor Farm House, Main Street, Westbury	Demolish existing two garages and erect building to accommodate 2 garage bays, workshop and ancillary accommodation to include boot room, home office and home gym	Parish Council: No objection AVDC: APPROVED
20/00496/APP	Land Off Biddlesden Road Westbury	Erection of 7 dwellings and associated works	Parish Council: objection AVDC: awaiting decision

66/20 To review the following documents and policies: standing orders, code of conduct, risk schedule, asset register, equality & diversity policy and GDPR data map

It was agreed that the clerk should add a link for the remote meetings standing orders on the normal standing orders. The code of conduct was reviewed with no changes.

The clerk will add an amendment to the risk schedule in relation to COVID-19 complying with recommendations from government in readiness for approval at the next meeting. **Action: CK**

Cllr VW will look at the equality & diversity policy and any amendments needed will be referred to at the next meeting. **Action: VW**

The GDPR data map was reviewed with no changes.

67/20 To approve costs for the next phase of Treebanks upgrade

Chairman JS advised that we have been gifted some grasscrete matting and proposed we lay it on top of the bank to protect it, before reseeding. He would also like to dig up the bulbs and replant them at the three corners of the bank to make maintaining/mowing easier. Councillors unanimously agreed and a budget of £30.00 was approved.

Action: JS

68/20 To accept councillors reports on the following areas (if there is anything to report):

- a. **Play Park** – cllr KW asked when the grass verge to the front of the park could be mowed. Chairman JS advised that Rodwell’s would be attending to this on Thursday and it will be actioned once a month going forward. The park will be mowed twice per month this season. The park will remain closed for the time being following government guidelines.

- b. Highways** – cllr GC has received concerns over the length of the grass at the crossroads making visibility difficult. The clerk will report to Buckinghamshire Council. **Action: CK**
- c. Utilities** – cllr GC will check with Balfour Beatty that the replacement lights phase 3 & 4 will be actioned on time (end of May). GC has been in communications with OPUS over various outstanding issues including invoice discrepancies and a credit for lower usage. He will continue to chase and threaten to cancel our direct debit if needed. **Action: GC**
- d. WVHA & WCS** – chairman JS advised that WVHA continue to meet virtually via Zoom and are hoping to carry out some minor works and redecoration whilst the hall is closed. Their biggest cost at the moment is electricity in order for the shop to function. WCS is doing extremely well and is a great asset to the village. The committee is looking at what the shop might look like after COVID-19 to keep it on the map.
- e. Neighbourhood plan** – the clerk advised that she is in the process of looking into more funding and technical support and will seek clarification on whether there will be an extension on the timescale for grants to be spent. We need to think about alternative ways to engage with parishioners with COVID-19 restrictions going forward.
- f. Footpaths** – the clerk advised the gate opposite the entrance to SugaRich is still locked. Cllr GC agreed to contact Roger Brown. **Action: GC**
- g. Hs2** – a lot of fencing is now in place and all gates to footpaths are working well. It is expected there will be temporary diversions to footpaths once work commences.
- h. Action plan** – no changes.

69/20 Correspondence received

COVID-19 updates from Buckinghamshire Council – information sent out to parishioners in community updates to the village.

70/20 Councillor questions

Cllr VW advised she would action the information needed to update the historic trail leaflet. **Action: VW**

The clerk thanked everyone for their input on a successful VE Day.

The clerk advised that new accessibility requirements are coming into force on 23rd September for parish council websites although we can apply for exemption if requirements are too expensive to adhere too. It was agreed to look into this further and discuss at the next meeting. Smaller changes to the website are currently being worked on to make it faster and to tidy it up.

71/20 Close

The virtual meeting closed at 4.20pm.

The next virtual meeting of the council will be held on Wednesday 10th June at 3.00 pm.

Invitations to join the virtual meetings can be found on the agendas. If you would like technical support on how to use Zoom, please contact the clerk on westburyclerk@aol.com

Signed: James Stone

Dated: 10th June 2020