



Minutes of the virtual meeting of Westbury Parish Council held via Zoom on Wednesday 10th June 2020 at 3.00 pm

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

72/20 Questions or comments from the public

No public present.

73/20 To receive apologies for absence and welcome

Apologies were accepted from cllr Vicky Webb (VW) and cllr Cath Young (CY).

It was agreed to change the date for the next meeting to Wednesday 22nd July at 8 pm.

74/20 To receive and approve for signature the minutes of the annual meeting of the parish council held on 13th May 2020.

The minutes were approved and signed (virtually).

75/20 To note any matters arising from the minutes not included on this agenda for report only

39/20 – Alex Humphreys – Oxfordshire County Council’s (OCC) Countryside & Highway Records Officer is back working on the Mixbury DMMO case. OCC has engaged Sue Rumfitt as their legal consultant for the case. Once the submission has been reviewed, it will be submitted to the Planning Inspectorate.

67/20 – The Treebanks upgrade has been put on hold until the ground has softened.

76/20 To receive declarations of interest related to business on the agenda

Chairman JS for 77/20 - invoice for PPE items.

77/20 Finance:

- a. Financial statement
- b. To note payments received
- c. To consider invoices to be paid
- d. To receive an update from the internal controls’ councillor

BANK BALANCES	£
Current	6,267.01
Business	19,471.47
TOTAL	25,738.48

Invoices paid since the last meeting	£	VAT
Fenton Timber (picnic benches for WCS to be reimbursed by WPHC)	949.75	189.95
Nisbets (recycling bins invoice for WCS to be reimbursed by WPHC)	280.80	56.16
OPUS (electricity direct debit – May)	105.94	5.30
OPUS (electricity direct debit – June)	121.60	TBC
Income received since the last meeting		
Bank interest (May & June)	1.75	
Reimbursement from WPHC for Fenton Timber (chq rec’d but not yet paid in)	949.75	
Reimbursement from WPHC for Nisbets (chq rec’d but not yet paid in)	280.80	
Invoices to be approved		
C.Knott (June salary)	541.51	0
HMRC (tax)	4.80	0
C.Knott (stationary plus new website expenses -SiteGround)	58.15	11.08
Barbara Osborne (PAYE quarterly fee)	66.00	0
James Stone (strimmer PPE)	18.89	0
Maddie Coxhill (website - site review and updates)	184.00	0
S.Rodwell (mowing)	201.42	0
Chandler Ray (solicitors fee for deed of variation – S106)	570.00	116.40

To receive a report from the internal control's councillor

Cllr KW confirmed that she had checked the following information with no discrepancies:

Bank balances; as stated in the minutes.

Cash book entries agree with the items noted in the minutes.

The forecast planned spend remains within our precept budget limits.

78/20 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
20/00496/APP Issued again 09.06.2020*	Land Off Biddlesden Road Westbury	Erection of 7 dwellings and associated works	Parish Council: objection. AVDC: awaiting decision

*A second round of consultation has commenced (with the same application reference as the previous one above) and comments need to be submitted by the parish council by 7th July. Further documents relating to the application are being added to the planning portal at:

<https://publicaccess.aylesburyvaldc.gov.uk/onlineapplications//search.do?action=simple&searchType=Application>

The clerk has been trying to contact Helen Braine, the planning officer to discuss this.

It was agreed to review our previous objection and make additional comments before submitting an objection again.

Action: CK

79/20 To note Buckinghamshire Council's new guidance on parish and town council's involvement in planning applications

The clerk circulated the new guidance booklet advising on what parish councils can and can't comment on, how to leave a comment on the planning portal, how planning applications are determined and what applications will be considered by committee. Parish councils can ask for an application to be considered by committee if they feel that issues raised are of local or strategic significance.

80/20 To provide an update on the HS2 community environment fund

Chairman JS explained that everything is now moving forwards; the two conditions outstanding to allow funds to be released have been actioned – the discharge of conditions for floodlighting has now been received and the S106 deed of variation is in the process of being signed off by Buckinghamshire Council. We can then begin the process of submitting project information and quotes.

81/20 To approve the updated risk schedule and Equality & Diversity policy

An amendment relating to remote meetings was added to the risk schedule and an amendment 'providing communications in alternative formats' was added to the equality & diversity policy.

82/20 To discuss updating the village website and the new accessibility regulations coming into force on 23rd September

The website has migrated to a new UK server, SiteGround which has made it faster and safer.

As the website is now four years old, it needs to be refreshed and updated; Maddie Coxhill, our website designer has put together a review which the clerk circulated prior to the meeting, showing different options.

Chairman JS proposed we revamp the website by updating photographs and decluttering the information. Regarding the new accessibility regulations, he felt we should claim exemption for the time being.

After further discussion, it was agreed to hold off on everything for the present time and to revisit and discuss in more detail at the next meeting.

The clerk advised that the dedicated councillor email addresses have also migrated and are now hosted by roundcube webmail. They have been set up for chairman JS and vice-chairman GC already and she will set them up for other councillors.

Action: CK

83/20 To accept councillors reports on the following areas (if there is anything to report):

- Play Park** – Kompan have offered quarterly operational inspections at c.£420 per annum alongside our annual play inspections. It was agreed that we do not require this service.
- Highways** – cllr GC will chase Paul Foot regarding our list of outstanding issues.
- Utilities** – cllr GC confirmed that phase 3 & 4 of the replacement programme is almost complete with just three outstanding lights to be replaced on Biddlesden Road. GC continues to be in communications with OPUS

over various outstanding issues. The chairman proposed that as they don't seem to be able to resolve any of the issues, we should submit a formal complaint with Ofgem, cancel the direct debit (as the latest invoices received didn't correlate with the amounts taken) and look for a different supplier. All councillors were in agreement, however cllr GC will write to OPUS one last time.

Action: GC/JS/CK

- d. WVHA & WCS** – chairman JS reported that WCS continue to thrive and had a successful chilli night (take away service) last week. This Friday they are selling (take away) pizzas. The hall remains closed, but the committee is carrying out small maintenance tasks and continues to monitor the situation.
- e. Neighbourhood plan** – nothing to report.
- f. Footpaths** – we continue to act on communications received regarding overgrown/inaccessible footpaths and all issues have been actioned to date. Regarding the raised BT box on footpath WBB/16/1 running along the back of School Close, this has been reported again and has now been added to Buckinghamshire Council's inspection schedule.
- g. Hs2** – see 80/20.
- h. Action plan** – no changes.

84/20 Correspondence received

- COVID-19 updates from Buckinghamshire Council – information sent out to parishioners in community updates to the village.
- Fusion notice to carry out surveys and investigations – no further action.
- Lloyds bank – interest charges information.
- Emails and messages regarding dog fouling – the clerk has put up further signs and sent out community notices. We continue to monitor the situation.
- Email regarding concerns over giant hogweed growing by the river (heading towards Mixbury). JS will report to Buckinghamshire Council.
- Numerous communications regarding fly-tipping – all reported to Buckinghamshire Council.

85/20 Councillor questions

None submitted.

86/20 Public Participation session (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting)

No public present.

87/20 Close

The virtual meeting closed at 4.20 pm.

The next virtual meeting of the council will be held on Wednesday 22nd July at 8.00 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: 22nd July 2020