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## Minutes of the meeting of Westbury Parish Council held at 8.00 pm on Wednesday 9<sup>th</sup> September 2020 at Westbury Village Hall

Present: Cllr James Stone (JS), cllr Vicky Webb (VW), Cllr Cath Young (CY), Cllr Katy Wintour (KW), Cllr Lindsay Webster (LW) and Cathy Knott (Clerk)

### 103/20 Questions or comments from the public

No public present.

### 104/20 To receive apologies for absence and welcome

Apologies were accepted from Cllr Graeme Cook (GC).

The chairman welcomed everyone to the meeting and congratulated cllr LW on completing her new councillor training.

### 105/20 To receive and approve for signature the minutes of the meeting of the parish council held on 22<sup>nd</sup> July 2020. The minutes were approved and signed.

106/20 To note any matters arising from the minutes not included on this agenda for report only  
97/20 OPUS complaint: JS and GC will set up a meeting to discuss their submission to Ofgem. All other matters have been dealt with or are on the agenda. **Action: GC/JS**

### 107/20 To receive declarations of interest related to business on the agenda

None received.

### 108/20 Finance:

#### a. Financial statement

Current account: £3,814.51

Business account: £19,473.87

#### b. To note payments received

Interest (July/Aug)	1.48
Grant (from Bucks Council Community Boards)	500.00
Grant (from WPHC for climbing wall)	550.00

#### Invoices paid since the last meeting (approved out of council on 17.08.2020)

C. Knott (clerk salary)	541.51
HMRC (tax)	4.80
C. Knott expenses	100.30 (VAT 20.07)
S.Rodwell (mowing)	181.77
OPUS (street light electricity DD)	74.51 (VAT 3.73)
Lindsay Webster (training fee)	41.55
PKF Littlejohn (audit fee)	200.00 (VAT 40.00)
The Warehouse (climbing wall)	550.00 (VAT 110.00)

#### c. Invoices approved for payment

C. Knott (clerk salary)	4.80
HMRC tax)	541.51
C. Knott expenses	100.00
Barbara Osborne (PAYE)	66.00
Balfour Beatty (replacement lamps)	5,370.37 (VAT 1,074.07)
WCS (picnic boxes/CB grant)	185.00
Westworks (craft boxes/CB grant)	360.00
S. Rodwell (mowing)	55.65

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

Cllr KW confirmed that she had checked the following information:

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.

**e. Annual audit; to approve the end of year accounts and to note the external auditors report**

PKF Littlejohn have completed their review of the annual governance and accountability return (AGAR) and a notice of conclusion has been put on the notice board and website. There were no matters raised by the external auditor.

**109/20 To receive planning updates and recommendations**

**Application** 20/00496/APP: Land Off Biddlesden Road Westbury. Erection of 7 dwellings and associated works.

**Parish council decision: objection. AVDC decision: awaiting decision**

**Appeal notification:** 20/00030/REF: Field Barn Farm, Fulwell Road, Westbury. Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of an agricultural building into two dwellings.

**110/20 To approve meeting dates for 2021**

It was agreed to hold ten meetings per annum going forward with breaks in August and December. 2021 dates were confirmed which the clerk will put on the notice board and website at: <https://westburyvillage.co.uk/westbury-parish-council/>

**111/20 To provide an update on the HS2 Community Environment Fund**

A press release was sent out on 28<sup>th</sup> August advising that Westbury Parish Council has been awarded with £40,574 for a series of community space improvements. We are now in the process of obtaining and submitting quotes to HS2.

**112/20 To provide an update on the village website**

An accessibility statement is available on the website advising that we are working towards becoming compliant with new regulations. After discussing the website in more detail, it has been agreed not to revamp/rebuild straight away as we need to prioritise our future spends/time/resources this year on other commitments. We will put an action plan together and budget for a rebuild during the next financial year (which will meet all the new accessibility regulations).

**113/20 Cllrs KW and LW to provide an update on summer activities**

During August we were able to put on two activities for the youngest members of our community (using grants from Buckinghamshire Council Community Boards and Westbury Parish Hall Charity). Approximately 100 children took part and enjoyed a free picnic (provided by Westbury Community Shop) and nature craft activity box (provided by West Works Studio) along with hiring a mobile climbing wall for the day (provided by The Warehouse Climbing Centre). Both days were a great success.

**114/20 To accept councillors reports on the following areas (if there is anything to report):**

- a. Play Park** – the park has been very popular over the summer. Cllr KW is monitoring the hand sanitiser and litter bin.
- b. Highways** – Cllr GC chased Transport for Bucks (TfB) last month over the outstanding list of jobs in the village. TfB advised they will prioritise the dip that has formed on Biddlesden Road (next to the 40 mph roundel) as it is causing a major issue with residents. Verbal complaints from residents have been received over Beachborough traffic using Mill Lane. If you have a comment or complaint please direct them to the Bursar: [Bursar@beachborough.com](mailto:Bursar@beachborough.com)
- c. Utilities** – JS asked whether the latest certificate has been submitted to OPUS as our bills are still higher than they should be. **Action: GC/JS**  
The clerk advised that an email has been received regarding possible faulty streetlights on the A422. It was agreed to try and find out what the issue is before we notify Balfour Beatty. **Action: GC**
- d. WVHA & WCS** – JS reported that regular hirers have started to resume sessions at the hall; each hirer has to provide a risk assessment which is then assessed by WVHA, and support is being given to hirers who are not yet comfortable returning. There will be no private parties/events for the foreseeable future but the music event at the end of August (held outside) was a success. The hall fittings have recently had a professional deep clean, areas are zoned/signed following Government Covid-19 guidelines and everything is being reviewed on a regular basis. Sadly, Ian Towner has resigned as chairman and an advert will be circulated for a new chair. The association have agreed to meet quarterly going forward.

WCS is continuing to thrive. There have been healthy discussions over shared costs with WVHA (electricity, waste etc). Their Annual Members Meeting will be held on Wednesday, 23<sup>rd</sup> September at 8.00 pm where members will be updated on the progress of the shop and café and views will be sought and welcomed on determining its future and role in providing a community hub for the village.

- e. **Neighbourhood plan** – cllr CY reported that after a call for volunteers last month, five people have come forward. Unfortunately, due to a change in commitments CY is not able to continue to oversee this project. It was therefore agreed to put the project on hold until April 2021 whilst we concentrate on other projects. The clerk will write to all volunteers to advise and ask whether they would be interested in supporting the council in other areas we are working on; speed watch, possible website rebuild, etc.
- f. **Footpaths** – cllr VW reported there are no new updates on the Oxfordshire footpaths Mixbury DMMO case. The footpath (code 303/5/10) over the river from Mill Field towards the right (running adjacent to the old railway) is extremely overgrown. The clerk will report it to Oxfordshire County Council. **Action: CK**
- g. **Hs2** – There have been delays to Fusion's archaeological works at Grove Hill Farm but work should now have started and is due to be completed by the end of October. A daytime bat tree survey is being carried out on Westbury Playing Field between 09/09/2020 – 11/09/2020, 8am-6pm.
- h. **Action plan** – Horizon Treecare has provided a quote to carry out a survey of trees in Westbury to collate data relevant to tree condition and detail future work recommendations at the cost of £410 + VAT. JS advised we have put aside £400 in the budget for this. Councillors unanimously agreed to go ahead. **Action: JS**

### 115/20 Correspondence received

- Buckinghamshire Council updates – circulated via village email.
- Parking issues in Mill Lane and at the village hall - we will monitor the situation going forward.
- Fusion – delay to archaeological works at Grove Hill Farm. Information circulated via village email and updates on the website: <https://westburyvillage.co.uk/full-steam-ahead-on-hs2/>
- Thames Valley Police Crime Bulletin – circulated via village email.
- Notification of antisocial behaviour – reported to the Neighbourhood Policing Team and a post put on the village Facebook page.

### 116/20 Councillor questions

The clerk expressed concern over the current administration regarding village emails as our free Mailchimp account only has one seat. JS advised that WVHA/WCS should have their own account in order to be completely transparent with adhering to data protection guidelines. **Action: CK**

### 117/20 Items for the Link

Details of the next meeting.  
Neighbourhood Plan update

**118/20 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.

### 119/20 Close

The meeting closed at 9.40 pm.

**The next meeting of the council will be held on Wednesday 14<sup>th</sup> October at 8.00 pm at Westbury Village Hall (unless Government guidelines change). If you would like to attend, please notify the clerk prior to the meeting for track and trace purposes.**

Signed: James Stone

Dated: 14<sup>th</sup> October 2020