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Date: 4th May 2022
To: All parish councillors
From: Cathy Knott, Clerk to Westbury Parish Council

Dear Councillor,

You are hereby summoned to the annual meeting of Westbury Parish Council on Wednesday 11th May 2022, 8.00 pm at Westbury Village Hall, Playing Field Road, Westbury, NN13 5LA when the under mentioned business will be transacted:

AGENDA

53/22 To elect a chairman for 2022/23 and receive the chairman's declaration of acceptance of office

54/22 To receive apologies for absence

55/22 To elect a vice chairman for 2022/23

56/22 Questions or comments from the public

57/22 To receive and approve for signature the minutes of the meeting of the parish council held on 9th March 2022

58/22 To note any matters arising from the minutes not included on this agenda for report only

59/22 To receive declarations of interest related to business on the agenda

60/22 Finance:

a. Financial statement (as at 04.05.22)

Current account: £2,192.98

Business account: £26,840.54

b. To note payments received since the last meeting £

Bank interest (March & April) 0.38

Buckinghamshire Council (first half of precept) 9397.00

Grant from WPHC (for community speed watch kit) 564.96

c. To note invoices paid since the last meeting (approved by email out of council)

OPUS (direct debit for street light electricity - March) 26.98 (VAT 1.35)

Barbara Osborne (PAYE service) 67.50

270 Adventure Ltd (for climbing wall – Jubilee event) 156.25 (VAT 31.25)

C. Knott (April salary) 583.65

HMRC (April tax) 4.40

C. Knott (expenses) 102.13 (VAT 5.02)

OPUS (direct debit for streetlight electricity) 49.33 (VAT 2.47)

ICO (direct debit for data protection fee) 35.00

SLCC membership fee (shared with Evenley PC) 85.50

Business Services at CAS Ltd (insurance) 1,518.46

Play Inspection Co (playpark inspection) 69.50 (VAT 13.90)

RS Haynes (PF Rd drainage, PP fence and gateposts) 3,225.00 (VAT 651)

CSW online shop (community speed watch equipment) 564.96 (VAT 112.15)

d. to approve invoices submitted:

C. Knott (May salary & tax) 588.05

BMKALC (annual subscription) 79.38

OPUS (direct debit for streetlight electricity) 49.33 (VAT 2.47)

WJM & CE Marshall (internal audit fee) 150.00

S. Rodwell (mowing) TBC

61/22 Governance:

- a. To receive the Internal Auditor's Report
- b. Annual Governance and Accountability Return 2021/22
 - i. To consider and approve Section 1, the Annual Governance Statement
 - ii. To consider and approve Section 2, the Accounting Statements

62/22 To approve setting up a debit card on the bank account

63/22 To consider new planning applications (if there are any) and to receive an update on applications outstanding

64/22 To review the following documents and policies: standing orders, code of conduct, risk schedule and asset register

65/22 To approve meeting dates for 2023

66/22 To discuss/reassign councillor responsibilities

67/22 To approve to purchase plaques for new trees

68/22 To discuss/approve verge wilding plans

69/22 To provide an update on meeting with PCSO Sansom and discuss whether to apply to community boards for funding for white lines on the corners of Main Street/Fulwell Road

70/22 To discuss and approve community speed watch signage

71/22 To provide an update on the HS2 Community Environment Fund application

72/22 To provide an update on the HS2 Road Safety Fund application

73/22 To provide an update on the Queen's Platinum Jubilee celebrations

74/22 To accept councillors reports on the following areas (*if there is anything to report*):

- a. Play Park
- b. Highways
- c. Utilities
- d. WVHA & WCS updates
- e. Neighbourhood plan (on hold until the VALP is published)
- f. Footpaths
- g. HS2
- h. Action plan

75/22 To receive items for the Link

76/22 Councillors Open Forum

77/22 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*)

78/22 Close

Cathy Knott

Cathy Knott
Clerk to Westbury Parish Council

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available for download at www.westburyvillage.co.uk