

Parish Office
10 Orchard Place
Westbury
Brackley
Northants
NN13 5JT

Telephone: 01280 423295
Email: westburyclerk@aol.com
Website: www.westburyvillage.co.uk



Minutes of the annual meeting of Westbury Parish Council held on Wednesday 11th May at 8.00 pm at Westbury Village Hall

Present: Chairman James Stone (JS), cllr Graeme Cook (GC), cllr Cath Young (CY), cllr Katy Wintour (KW), cllr Pierre Jeannes (PJ), Richard Tredwell (RT), Cathy Knott, clerk (CK) and one member of the public

53/22 To elect a chairman for 2022/23 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.

54/22 To receive apologies for absence

Apologies received and accepted from cllr Vicky Webb (VW) and Caroline Cornell, Buckinghamshire Council.

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

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

56/22 Questions or comments from the public

None received.

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

The minutes were approved and signed.

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

All matters are on the agenda or have been dealt with.

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

None received.

60/22 Finance:

a. Financial statement (different from agenda)

Current account: £7,192.98

Business account: £21,840.75

b. To note payments received since the last meeting £

Bank interest (March, April & May)	0.59
Buckinghamshire Council (first half of precept)	9397.00
Grant from WPHC (for community speed watch kit)	564.96
c. <u>To note invoices paid since the last meeting (approved by email out of council)</u>	
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. invoices approved:

C. Knott (May salary & tax)	588.05
BMKALC (annual subscription)	79.38
WJM & CE Marshall (internal audit fee)	150.00
OPUS (direct debit for streetlight electricity)	48.38 (VAT 2.42)
S. Rodwell (mowing)	55.65
Bucks Council (play around the parishes fee to be reimbursed by WPHC)	950.00 (VAT 190)

61/22 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 Zoom 28th April. The report has been posted on the website as required by the Transparency Code. Two issues were raised:

- The clerk should not incur expenditure on behalf of the council. **Action** – to apply for a debit card to be used for ad hoc purchases (permitted by Financial Regulations reg 6.18 and 6.19).
- The annual budget and precepting process should include a review of the council's financial reserves to confirm that they are both adequate and appropriate. **Action** – to review, identify and record all reserves at our next budget/precept meeting.

b. Annual Governance and Accountability Return 2021/22

- i. 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 2022'. The approval was signed by the cllr Stone as chairman of the meeting.

- ii. 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 2022 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.

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

As noted in 61/22a, councillors resolved to apply for a debit card for the clerk to use and the relevant bank forms were signed.

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

New

22/01101/APP - The Wilds Brackley Road Westbury Buckinghamshire NN13 5JN

Erection of cabin to provide ancillary annexe accommodation (retrospective)

WPC: no objection Buckinghamshire Council: awaiting decision

Updates:

Application 22/00394/APP: Kilburn House, Fulwell Road, Westbury. Installation of 2 air conditioning units in side passage - **APPROVED**

Outstanding applications with no change to information

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

Application 21/02386/APP: Beachborough School, Mill Lane, Westbury. New temporary/portable classroom, 40ft storage container and 1.8m high willow fencing.

Application 17/02835/APP: Mill Farm, Mill Lane, Westbury. Variation of condition 2 attached to planning permission 17/02835/APP (erection of four dwellings) to allow drawing 1703-03E to be approved.

Application 22/00587/APP: The Wilds, Brackley Road Westbury. Householder application for outbuilding with storage in the roof space (retrospective).

Application 22/00378/ALB: Manor Cottage, Mill Lane, Westbury. Listed building application for Re-roofing the main dwelling.

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

It was agreed to amend the standing orders and risk schedule in relation to the use of a bank debit card. The code of conduct was reviewed with no amendments and the asset register was updated; all approved.

65/22 To approve meeting dates for 2023

Dates were circulated and approved. It was agreed to hold all future meetings at the earlier time of 7.30 pm. The clerk will post the information on the website and notice boards.

66/22 To discuss/reassign councillor responsibilities

No changes were made at this time. It was agreed to review later in the year.

67/22 To approve to purchase plaques for new trees

It was resolved to purchase three plaques on stakes up to the value of £200.

Action: CK

68/22 To discuss/approve verge wilding plans

Cllr VW (unfortunately unable to attend) circulated information to councillors prior to the meeting. Councillors are happy in principle to experiment with allowing a few small areas of land in Westbury to go back to a natural state. It was agreed we should communicate with Scott Rodwell over areas and ideas. We will review and confirm areas at next month's meeting.

Action: VW/JS

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

Cllr CY advised that she and the clerk (along with county councillor Caroline Cornell) had met with PCSO Sansom in April to discuss traffic and parking issues we are facing in the village. He advised we could apply to the Community Boards to install white T-bar lines to the front of Beachborough School to try and discourage parking and he will write to the coach companies regarding double parking.

Regarding events at the school and lack of manpower to manage them, PCSO Sansom advised the school should log big events with Buckinghamshire Council and a proper traffic management plan should be put in place.

Regarding people parking causing an obstruction, if it's on an adopted road this can be logged via the TVP portal

<https://www.thamesvalley.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

There's nothing the police can do if the road hasn't been adopted.

Councillors agreed we should request a list of events from Beachborough and ask if they have informed Buckinghamshire Council. We will try to arrange another meeting with the school over the holidays.

Action: CK

70/22 To discuss and approve community speed watch signage

Cllr CY has been in touch with Sign Wizzard Ltd and has received a quote for seven reflective yellow signs and clips for £821.11. Because we only have £135 remaining from the £700 grant from WPHC (for the speed watch kit) we will need to find additional funds to cover this. It was resolved to reassess how many signs are needed and spend up to the value of £635. We will try to seek funding from other avenues.

Action: CY/CK

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

RS Haynes' quote has been accepted by HS2 for the tarmacking work to be carried out (we are still awaiting a commencement date). We have received an award increase to fund floodlights and safety fencing. The chairman will seek updated quotes for the clerk to submit to HS2.

Action: JS/CK

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

The feasibility work for our proposed road safety scheme has now been completed and the plans have been reviewed by the Road Safety Fund Project Board. Based on the current estimated delivery costs, our application has been approved in principle by Buckinghamshire Council and a formal application has been made to HS2 Ltd for the funding. Subject to funding approval, the Highways Infrastructure Projects Team will undertake the necessary implementation work and make arrangements for the delivery of our scheme.

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

Work is well underway for celebrations on the 2nd and 3rd June and further meetings have been held by the working parties.

There will be a village BBQ on Thursday (run by Westbury Community Shop & Café) and we will light the beacon to join in with lighting up the UK and Commonwealth.

On Friday, there will be something for everyone to enjoy including a royal dog show, cake competition, climbing wall, combined village art project, a vintage vehicle display, traditional games and activities and food and drink. The clerk will circulate information and Beachborough School has kindly agreed to print posters and flyers to go up around the

village. Cllr KW will create an event on Facebook with a countdown to the big day. A budget of £500 was agreed to purchase prizes, decorations, etc.

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

- a. **Play Park** – Zebedee is still undergoing treatment, but we hope to reinstate him soon. Cllr GC will obtain a quote for the playpark gate. The hand sanitizer is full.
- b. **Highways** – The collapsed drain on Main Street has been reported.
- c. **Utilities** – Nothing to report.
- d. **WVHA & WCSC updates** – Two football clubs are interested in using the pitch on Sundays (young teams). Everything is ticking along with no issues. The Shop continues to thrive.
- e. **Neighbourhood plan** (on hold until the VALP is published).
- f. **Footpaths** – it has been noted that the gate leading from footpath WBB/16/2 and veering off to the village hall has been screwed shut; this will be investigated.
- g. **HS2** – Nothing to report.
- h. **Action plan** – No changes.

75/22 To receive items for the Link

The chairman advised the hard copy of the Link will return next month.

It was agreed to add the following items: meeting dates (including change of time), Jubilee details, pedestrian crossing and speed sign success on the A422, Speed Watch update, Mixbury Footpath hearing date, a reminder to follow the countryside code and pick up dog poop. Items will also be included from the cricket club and WVHA.

76/22 Councillors Open Forum

A discussion was held regarding the access path from the village hall carpark to the new development behind the village hall (relating to application 21/04043/APP) which has been completely blocked off by a gate and board fencing. It was agreed the clerk should contact the planning department again to find out what is happening, as some less able villagers are now unable to walk up to the village hall (as they rely on this access). The clerk will also chase application 20/00496/APP: land Off Biddlesden Road - erection of 7 dwellings.

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*)

A member of the public expressed his disappointment about the path mentioned in 76/22 and agreed we should pursue answers.

78/22 Close

The meeting closed at 10.00 pm.

The next meeting will be held on Wednesday 8th June 2022 at 7.30 pm at Westbury Village Hall.

Signed: James Stone

Dated: 8th June 2022