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Date: 5th October 2022
To: All parish councillors
From: Cathy Knott, Clerk to Westbury Parish Council

Dear Councillor,

You are hereby summoned to the meeting of Westbury Parish Council on Wednesday 12th October 2022, 7.30pm at Westbury Village Hall, Playing Field Road, Westbury, NN13 5LA when the under mentioned business will be transacted:

AGENDA

- 116/22 To note the last meeting was cancelled**
- 117/22 Questions or comments from the public including a report and update from Dave Butler, Engagement Manager at EKFB (Eiffage Kier Ferroviaal BAM JV) regarding HS2 works in the area**
- 118/22 To receive apologies for absence and welcome**
- 119/22 To receive cllr Cath Young's letter of resignation**
- 120/22 To receive and approve for signature the minutes of the meeting of the parish council held on 13th July 2022**
- 121/22 To note any matters arising from the minutes not included on this agenda for report only**
- 122/22 To receive declarations of interest related to business on the agenda**
- 123/22 Finance (as at 05.10.22)**

a. Financial statement

Current account: £11,680.18
Business account: £31,239.78

b. To note payments received since the last meeting £

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|---|-----------|
| Bank interest | 1.65 |
| WPHC (grant for climbing wall at Jubilee event) | 625.00 |
| WPHC (grant for speed watch signs) | 538.18 |
| Groundwork (Neighbourhood Plan grant) | 10,000.00 |
| Bucks Council (precept second payment) | 9,397.00 |

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

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|---|--------------------|
| C. Knott (August salary) | 583.65 |
| HMRC (tax) | 4.40 |
| C. Knott (Neighbourhood plan expenses: stamps/stationary) | 29.13 (VAT 5.82 |
| Land Registry (2x searches) | 6.00 |
| PKF Littlejohn Ltd (external audit) | 200.00 (VAT 40.00) |
| OPUS (streetlight electricity) | 44.69 (VAT 2.23) |
| S. Rodwell (playpark July mowing) | 55.65 |
| C. Knott (Sept salary) | 583.65 |
| HMRC (tax) | 4.40 |
| C. Knott expenses | 75.00 |
| Barbara Osborne (PAYE service) | 67.50 |
| OPUS (streetlight electricity) | 44.88 (VAT 2.24) |
| S. Rodwell (mowing) | 91.12 |

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|---|------------------|
| Maddie Coxhill (updates to village website) | 75.00 |
| Tesco (ink and folders) | 30.17 (VAT 6.03) |

d. to approve invoices submitted:

| | |
|---|-----------------------|
| C. Knott (October salary & tax) | 588.05 |
| OPUS (streetlight electricity) | TBC |
| S. Rodwell (mowing) | TBC |
| Hostfast (website annual fee) | 58.74 |
| Oneil Homer (neighbourhood plan professional fee) | 225.00 (VAT 45.00) |
| Oneil Homer (neighbourhood plan professional fee) | 2,475.00 (VAT 495.00) |

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

f. To receive an update from the internal controls' councillor

- 124/22 To consider new planning applications (if there are any) and to receive an update on applications outstanding**
- 125/22 To note the Planning Inspectorate's decision that ROW/3255940 Mixbury footpath nos. 30, 31 and 32 Modification Order should be recorded as public footpaths**
- 126/22 To receive a report from the neighbourhood plan steering group**
- 127/22 To provide an update on speed watch**
- 128/22 To provide an update on the HS2 community fund project**
- 129/22 To discuss arrangements for Christmas**
- 130/22 To discuss the creation of a warm community space to support residents with the cost of living crisis this winter**
- 131/22 To make arrangements for the clerk's appraisal and a budget meeting**
- 132/22 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
 - f. Footpaths
 - g. HS2
 - h. Action plan
- 133/22 To note correspondence received that requires discussion**
- 134/22 Councillors Open Forum**
- 135/22 To add items to the Winter Link**
- 136/22 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*)
- 137/22 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