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## Minutes of the meeting of Westbury Parish Council held at 7.30pm on Wednesday 12<sup>th</sup> October 2022 at Westbury Village Hall

Present: Chairman James Stone (JS), cllr Graeme Cook (GC), cllr Vicky Webb (VW), cllr Katy Wintour (KW), cllr Richard Tredwell (RT), Cathy Knott, clerk (CK), Patrick Fealey and Caroline Cornell from Buckinghamshire Council (for 117/22) and one member of the public (until 127/22)

### 116/22 To note the last meeting was cancelled

The meeting on 14th September was cancelled due to the period of national mourning following the sad death of HM Queen Elizabeth II.

### 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

District councillor Patrick Fealey gave his and cllr Caroline Cornell's apologies as they won't be able to attend the Remembrance Service in Westbury this year.

#### Buckinghamshire Council updates:

-The Boundary Commission consultation has ended with new boundaries being proposed for council wards in Buckinghamshire Council. More information can be found at: <https://www.buckinghamshire.gov.uk/news/have-your-say-on-a-new-political-map-for-buckinghamshire-council1/>

-Cost of Living Support for Buckinghamshire Residents – for information please visit: [Report for Household Support Fund.pdf \(modern.gov.co.uk\)](#)

-A new initiative 'Welcoming Spaces' has started with Bucks libraries as the first venues. The council is pledging to develop a network of Welcoming Spaces offering a variety of facilities around the county, with local partner organisations, where residents can come into safe and inclusive spaces, free of charge, to stay warm and enjoy a little company (see item 130/22).

-Balfour Beatty Living Places has been awarded the future Term Maintenance Contract to look after the county's highway network commencing on 1 April 2023 when the council's current agreement with Ringway Jacobs, working under the Transport for Buckinghamshire umbrella, comes to an end.

-A hotel in Buckingham has been taken over by the Home Office (along with 30 other hotels in the county) to house 140 young men from Iran, Afghanistan, Egypt and Ukraine. Bucks Council is reassuring residents that all men have been through a vetting process.

-Cllr Fealey advised he raises planning application 20/00496/APP (Biddlesden Road) every Monday morning during their planning meeting to try and get it closed. He suggested we send an email to Steve Bambrick who has overall responsibility for planning.

**Action: CK**

Cllr GC asked whether there was further information regarding application 17/02835/APP and the access path behind the village hall. Cllr Fealey advised that the Enforcement Team have visited the site, but because there were no conditions on the application and the path is 'access' not 'public' (and privately owned), it does not have to stay open. Councillors explained the importance of the path and asked Cllr Fealey to raise it again with planners as it makes a mockery of the whole planning system. Cllr VW will write to Cllr Fealey verbalising our concerns. **Action: VW**

Dave Butler presented slides (see ) and provided an explanation. There will be weekend road closures on the A422 between Westbury and Brackley on the following dates:

- Sat 19 Nov 8am to Mon 21 Nov 6am
- Fri 09 Dec 8pm – Mon 12 Dec 6am
- Fri 16 Dec 8pm – Mon 19 Dec 6am (contingency)

The following concerns were raised which Dave will follow up:

- Mud on the road / wheel wash procedure
- Road collapsing
- Contractors leaving site (traffic light system needs to be staggered)
- Flashing lights on vehicles being left on when off site
- Footpath signage on gate at Red Oak Farm
- Protected/restricted land for development

Issues can also be raised with HS2 at: [HS2enquiries@hs2.org.uk](mailto:HS2enquiries@hs2.org.uk) or 08081 434 434.

**118/22 To receive apologies for absence and welcome**

Apologies were received and accepted from cllr Pierre Jeannes (PJ). The chairman thanked everyone for attending.

**119/22 To receive cllr Cath Young's letter of resignation**

The chairman thanked Cath for her support and commitment to the village and the parish council over the last four years. Cath has kindly agreed to carry on with the speed watch initiative whilst she is able to. It was agreed to start the process of co-option.

**120/22 To receive and approve for signature the minutes of the annual meeting of the parish council held on 13<sup>th</sup> July 2022**

The minutes were approved and signed.

**121/22 To note any matters arising from the minutes not included on this agenda for report only**

69.22 & 76.22 – the clerk still hasn't received a call from the planning manager at Buckinghamshire Council to discuss various applications.

89.22 – posts/bollards will be replaced to the front of School Close.

**Action: JS**

96.22 – land to the back of the village hall. It was agreed to collate all the land registry searches for further discussion.

**Action: JS/CK**

**122/22 To receive declarations of interest related to business on the agenda**

None received.

**123/22 Finance (different to agenda)**

**a. Financial statement**

Current account: £11,680.18

Business account: £31,240.98

**b. To note payments received since the last meeting £**

Bank interest (x 3 months)	2.85
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)**

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

**d. Invoices approved:**

C. Knott (October salary)	583.45
HMRC (tax)	4.50
C. Knott (Hostfast website annual fee)	58.74
Morrisons (TY gifts)	5.21 (VAT 1.04)
S. Rodwell (mowing September)	91.12
Oneil Homer (neighbourhood plan professional fee)	225.00 (VAT 45.00)
Oneil Homer (neighbourhood plan professional fee)	2,475.00 (VAT 495.00)
OPUS (streetlight electricity)	47.92 (VAT 2.40)

**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 was put on the notice board and website. There were no matters raised by the external auditor.

**f. To receive an update from the internal controls' councillor**  
Cllr KW has checked the following information advising there were 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.

**124/22 To consider new planning applications (if there are any) and to receive an update on applications outstanding**

**New applications**

**22/03263/APP** Yew Tree House Main Street Westbury Buckinghamshire NN13 5JR Householder application for proposed carport with associated works

– no objection was agreed.

**22/03264/ALB** Yew Tree House Main Street Westbury Buckinghamshire NN13 5JR

Listed building application for proposed carport with associated internal and external works

– application withdrawn.

**Outstanding applications with updates**

**Application 22/00378/ALB:** Manor Cottage, Mill Lane, Westbury. Listed building application for Re-roofing the main dwelling – 07.10.22 update status decided, decision appeal, non-determination. Status: Appeal lodged.

**Outstanding applications with no change to information**

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

**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.

**Planning Appeal Ref: 22/00081/FTHA** The Wilds Brackley Road Westbury. Erection of cabin to provide ancillary annexe accommodation (retrospective). An appeal has been lodged with the Secretary of State against Buckinghamshire Council's decision. Start date: 26 July 2022.

**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**

Cllr VW advised it has taken twelve years to get to this point where all three paths have been approved, alongside their connectivity to other paths. Cllr VW thanked Alex Humphreys at Oxford County Council and Sue Rumfit (independent rights of way consultant). It was agreed to send a card and flowers to Sue as a thank you as she undertook a lot of work with no payment on our behalf. VW has also asked Alex about the next steps regarding signage, gates, the bridge etc.

Once a formal notice of confirmation of the order has been received, CK will circulate to parishioners and place on the notice board and website.

**126/22 To receive a report from the neighbourhood plan steering group**

Jonathan Newman, leader of the steering group attended the meeting and gave a report which CK will circulate to councillors. The Steering Group met last week and the terms of reference set out by the parish council were reviewed and agreed. The updated project note from Oneil Homer was discussed and reviewed. It was agreed to adopt a working structure with four working groups and a communications group. Two of the working groups have met and two are in the process of being arranged. The group recognises that some of the assumptions in 2020 are no longer valid and these will be revisited. The chairman thanked Jonathan, expressing how good it is having so many people involved in the project. CK advised we have received a neighbourhood plan grant of £10,000 to cover consultation fees and we have been successful in securing a technical package from Locality regarding design etc.

**127/22 To provide an update on speed watch**

Cath Young and two residents are now fully trained to use the new equipment. Dates have been arranged for a practice run during the first week of half-term with the first official session following soon after. Community Speed Watch signs have gone up around the village.

**128/22 To provide an update on the HS2 community fund project**

JS advised that R Haynes contractors will be laying the base course tomorrow at the village hall which can then be Driven on; Cllr GC will talk to them about Health and Safety measures before they start.

The overspill carpark needs to be brought up to the same level and a quote for road planings (scrapings) comes in at £6000 for the whole area (to the fence). Richard Tredwell has agreed to contribute ten tonnes.

We need to decide how this is going to be funded and it is hoped that costs will be shared between WVHA, WCSC and WPHC with generous donations from others.

**Action: JS/CK**

**129/22 To discuss arrangements for Christmas**

WPHC has agreed to fund the tree this year and CK has requested quotes for a 20+ foot tree. It was agreed the parish council's role this year would be to support and promote/communicate events/activities.

**130/22 To discuss the creation of a warm community space to support residents with the cost of living crisis this winter**

The Shop & Café committee is liaising with Buckinghamshire Council about the possibility of creating a 'welcoming space' at the village hall. A toolkit is currently being prepared which will help with setting this up and grants are being made available.

**131/22 To make arrangements for the clerk's appraisal and a budget meeting**

It was agreed to arrange to meet before the next meeting. The chairman asked councillors to let him know of any expenses around their responsibilities they'd like included in the budget for 2023/24.

**Action: JS/GC/CK**

**132/22 To accept councillors reports on the following areas (if there is anything to report):**

- a. **Play Park** – Zebedee has been reinstalled and the gate drop bolt has been fixed and one side of the gate is now padlocked. The soft closing mechanism on the gate needs to be investigated. The zip wire handle has come off and a new one costs c.£200; the chairman will try to find a cheaper option. **Action: JS**  
A quote has been received to replace the chain link fencing (+ tension cables, etc) with green plastic coated chain link fence for £3260+ VAT. Cllr KW has requested a quote from Kompan to replace the corner bench which has rotted away.
- b. **Highways** – cllr GC met Kit from Transport for Bucks over the Summer to discuss outstanding issues. The repair to Biddlesden Road was attended to on 26<sup>th</sup> September. Cllr Patrick Fealey agreed to talk to Highways regarding the works to repair Main Street drains as this keeps being put back.
- c. **Utilities** – Street light no. 4 on Mill Lane is leaning and might need reseating. Cllr GC will investigate. **Action: GC**
- d. **WVHA/WCSC updates** – the shop will open its doors to customers on 18<sup>th</sup> October.
- e. **Neighbourhood plan** – see item 126/22.
- f. **Footpaths** – see item 125/22. VW will check whether the stile has been removed adjacent to Hollywell House. She will also chase the gate to replace the stile on footpath WBB/11/2 (leading into the Red Barn field).
- g. **HS2** – see item 117/22.
- h. **Action plan** – No changes.

**133/22 To note correspondence received that requires discussion**

None received.

**134/22 Councillors Open Forum**

No comments received.

**135/22 To add items to the Winter Link**

Next meeting date, Christmas plans, Speed Watch update, Notice of Confirmation of the Order (see item 125).

**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*)** No public present.

**137/22 Close**

The meeting closed at 9.40pm.

**The next meeting will be held on Wednesday 16<sup>th</sup> November at 7.30 pm at Westbury Village Hall.**

**Signed: James Stone**

**Dated: 16.11.2022**