

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 10th May 2023, 7.30pm at Westbury Village Hall

Present: Chairman James Stone (JS), cllr Graeme Cook (GC), cllr Katy Wintour (KW), cllr Pierre Jeannes (PJ), cllr James Watson (JW), cllr Jonathan Newman (JN), Cathy Knott, clerk (CK) and one member of the public

77/23 To elect a chairman for 2023/24 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.

78/23 To receive apologies for absence and welcome

Apologies received and accepted for Richard Tredwell (RT). Robin Stuchbury, Patrick Fealey and Caroline Cornell sent their apologies from Buckinghamshire Council. The chairman thanked everyone for attending.

79/23 To elect a vice chairman for 2024/24

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

80/23 Questions or comments from the public

No questions received.

81/23 To receive and approve for signature the minutes of the meeting of the parish council held on 12th April 2023

The minutes were approved and signed.

82/23 To note any matters arising from the minutes not included on this agenda for report only

152/22 - The missing fixings on the climbing net attached to the Kompan Glider Structure will be actioned asap.

71/23 -It was agreed we should install a concrete plinth for the Coronation bench.

ACTION: JS/GC

83/23 To receive declarations of interest related to business on the agenda

None received.

84/23 Finance (different from agenda)

a. Financial statement

Current account: £6897.86

Business account: £23,443.06

b. To note payments received since the last meeting

Bucks Council (First half of precept (paid in two lots)

10,136.50

Bank interest (May)

14.14

c. to approve invoices submitted:

C. Knott (May salary & tax)

700.27

BMKALC (annual subs)

81.87

W J McL. Marshall (internal audit fee)

150.00

OPUS (streetlight electricity)

54.26 (VAT 2.71)

Amazon (ink and speed watch items)

34.11 (VAT 5.33)

Richard Osbourne -Pheonix (electrical work re VH flood covered by insurance)

119.70

85/23 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 on 20th April. The report has been posted on the website as required by the Transparency Code. One issue was raised relating to budgeting and financial reporting (see report) at: <https://westburyvillage.co.uk/finance/>

b. Annual Governance and Accountability Return 2022/23

- 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 2023'. 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 2023 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.

86/23 To consider new planning applications (if there are any) and to receive an update on applications outstanding

Applications with updates:

***Application 21/04043/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. **APPROVED.**

*Following last month's meeting, steps are being taken to try and re-open the permissive pathway relating to this application. A meeting will be arranged for all stakeholders involved. **ACTION: JS/GC/JN**

23/00299/APP - Barn House, Orchard Place. Householder application for conversion of existing ancillary detached outbuilding into games/gym/study and alterations to external elevations. **APPROVED.**

Applications with no change to information

23/00898/APP The Wilds, Brackley Road, Westbury, Northants, NN13 5JN – householder application for relocation and retention of cabin to provide ancillary annexe accommodation. **PENDING**

87/23 To review the following policies: standing orders, code of conduct, risk schedule, financial regulations, complaints policy, grants/donations policy and GDPR policies.

One amendment was agreed to the standing orders (17.e – seven days rather than 14 prior to approval of the council). No amendments were made to the code of conduct, risk schedule and financial regulations. The complaints policy was updated and it was agreed to retire the grant/donation policy (as WPHC provides this service). New councillors completed their security compliance checklists and all other GDPR policies were reviewed without changes. It was agreed councillors would continue to use their personal email addresses but copy the clerk into correspondence relating to parish council business.

88/23 To respond to Buckinghamshire Councils' Local Transport Plan 5 survey

Views on this will set the context for new development and transport in the area to 2040 and cover critical matters for the future including climate change, the local economy, infrastructure, sustainable transport, new housing and the environment. You can respond to the survey until 4th June 2023 at:

<https://yourvoicebucks.citizenspace.com/planning/vision-and-objectives/> The clerk will circulate the information via village email.

89/23 To approve meeting dates for 2024

Meeting dates were approved. The clerk will publish on the website and noticeboard.

90/23 Resolve to underwrite seven days of O'Neil Homer's time (£4,200 + VAT) for the Post-Reg 14 and the submission preparation stages of the neighbourhood plan

The clerk explained we are no longer eligible for additional grant funding but to be able to complete the neighbourhood plan we still need consultant support to get to submission stage to Buckinghamshire Council.

Councillors therefore unanimously resolved to apply to WPHC and match fund using reserves. **ACTION: CK**

91/23 To provide an update on the HS2 community fund project

Quotes for solar panels are under discussion. A proposal will be put together by the end of next week and the recommended quote will be submitted to HS2 by the end of May. We will also request quotes for tree work.

ACTION: JS/PJ/GC/CK

92/23 To accept councillors reports on the following areas (if there is anything to report):

- a. Play Park** – see 82/23. Some of the equipment needs oiling. The new soft closing gate has been installed and the replacement fencing will be installed within the next few weeks.
- b. Highways** – GC will request a meeting with the new local area technician Simon Scullion. The clerk is still waiting for an update on Main Street drains from the Highways capital drainage team and will chase the HS2

Road Safety team at Bucks Council regarding a date for the pedestrian crossing and Speed Indicator Device on the A422.

- c. **Utilities** –Balfour Beatty has supplied a quote for £3,428.55 to replace the three streetlights on the A422 (no.s 1, 2 & 3) and the four lights at the bottom of Mill Lane (no.s 11, 12, 13 & 14). A discussion ensued and cllr GC proposed we park the quote for now and rethink whether to replace them when one of more of the lights needs attention. Councillors agreed.
- d. **WVHA/WCSC updates** – WCSC organised a great day and BBQ for the King’s Coronation last Sunday.
- e. **Neighbourhood plan** – see item 90/23. The steering group has been working hard to get all the information ready for the formal consultation process which is expected to start at the end of June and hopes to get the plan signed off and submitted to Buckinghamshire Council in September to be examined before the formal review and referendum.
- f. **Footpaths** – noting to report.
- g. **HS2** –all updates are on our village website at: <https://westburyvillage.co.uk/full-steam-ahead-on-hs2/>
- h. **Action plan** – the clerk will update information and circulate to councillors.

93/23 To note correspondence received that requires discussion

- Request for items for the Link Summer edition – meeting dates, neighbourhood plan update, HS2 updates and pedestrian crossing update if received in time.
- Parishioner query regarding the turning circle/parking area to the front of School Close, Mill Lane being used as a permanent carpark – it was agreed in the first instance, a friendly reminder should be issued to the owners of the cars advising them this area isn’t an exclusive permanent carpark.

94/22 Councillors Open Forum

No comments/questions.

95/23 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 questions/comments.

96/23 Close

The meeting closed at 8.40pm.

The next meeting will be held on 14th June 2023, 7.30 pm at Westbury Village Hall.

Signed: James Stone

Dated: 14th June 2023