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## Minutes of the meeting of Westbury Parish Council held on Wednesday 13<sup>th</sup> September 2023, 7.30pm at Westbury Village Hall

Present: Chairman James Stone (JS), cllr Katy Wintour (KW), cllr Pierre Jeannes (PJ), cllr Graeme Cook (GC), cllr Jonathan Newman (JN), cllr James Watson, Cathy Knott, clerk (CK) and joined by Patrick Fealey & Caroline Cornell, Buckinghamshire Council (for item 128/23) and one member of the public

### 127/23 To receive apologies for absence and welcome

Apologies received and accepted for Richard Tredwell (RT). Robin Stuchbury, Buckinghamshire Council also sent his apologies. The chairman thanked everyone for attending.

### 128/23 Questions or comments from the public

Robin Stuchbury (BC) provided information in his absence on various projects he is involved in which was circulated to all councillors. Cllr Fealey advised the work to repair the drains on Main Street has been rescheduled. Swan Practice in Buckingham is offering its patients Flu+ Covid vaccinations. The planning department is very busy including requests for four solar farms. Cllr Cornell advised Fulwell Road & Doctors Spinney is on the system to be resurfaced.

### 129/23 To receive and approve for signature the minutes of the meeting of the parish council held on 12<sup>th</sup> July 2023.

The minutes were approved and signed.

### 130/23 To note any matters arising from the minutes not included on this agenda for report only

Still to be actioned from the last meeting:

110/23 proposal to replace the fence along the western boundary of the playing field. **Action: JS**

110/23 we have purchased two signs for Playing Field Road to warn drivers small children are playing, thus encouraging them to drive slowly. Cllr GC agreed to put them up. **Action: GC**

### 131/23 To receive declarations of interest related to business on the agenda

Cllr JW for 118/23 c. (invoice for domain purchase)

### 132/23 Finance (*different to agenda*)

#### Financial statement

Current account: £11,555.57

Business account: £18,499.66

#### **a. To note income received**

Bank interest (August)	13.67
Groundwork HS2 funding	6,948.48
Bank interest (September)	17.28
Bucks Council (second half of precept to be paid on 15.09.23)	10,136.50

#### **b. To note payments made since the last meeting**

C. Knott (August salary & tax)	677.87
HMRC (tax)	22.40
Microsoft (annual subscription)	59.99
OPUS (streetlight electricity)	46.26 (VAT 2.31)
PKF (external audit fee)	315.00 (VAT 63.00)

#### **c. To approve invoices submitted:**

C. Knott (Sept. salary & tax)	700.27
C. Knott (Office expenses)	75.00
Barbara Osbourne (PAYE service)	69.00
O'Neil Homer (NP consultants)	1500.00 (VAT 300)

OPUS (streetlight electricity)	43.13 (VAT 2.16)
S. Rodwell (July mowing)	310.20
Amazon (signage PF Rd)	32.31 (VAT 6.46)
Tesco & Gems (stationary)	41.86 (VAT 8.37)
James Watson (purchase of domain .org)	9.70 (VAT 1.94)

**d. To receive an update from the internal controls' councillor**

Cllr KW has checked the following information: bank balances; as stated in the minutes, cash book entries to agree with the items noted in the minutes and the forecast planned spend remains within our precept budget limits. She advised all is in order.

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

PKF Littlejohn Ltd has completed their review of the annual governance and accountability return (AGAR) and a notice of conclusion has been put on the noticeboard and website. There were no matters raised by the external auditor. The clerk advised councillors to a change within the Practitioners Guide (mandatory for the 2023/24 period) regarding email management. In order to be able to answer 'yes' to Assertion 3 in the next Annual Governance Statement, the local authority should ensure that every councillor and clerk has a '.gov' or '.org' email account that belongs to the council. It was therefore agreed to purchase a '.org' domain and reroute our website/emails to this.

**f. To consider budget information for the next financial year 2024/25**

The chairman asked councillors to think about areas falling under their responsibility and to let him have costs for the next financial year. We will discuss figures at the next meeting and look at agreeing a draft budget at the November meeting.

**133/23 To consider new planning applications (if there are any) and to receive an update on applications outstanding**

The following applications came in over the summer:

23/02295/APP – Red Oak Farm, Westbury. Erection of a much store and 23/02257/APP – Land at Westbury. Removal of 647m section of hedgerow. No objection was submitted for both after email discussion.

**134/23 To receive a report from the neighbourhood plan steering group**

Cllr JN advised the steering group met on 6<sup>th</sup> September with Matt Jennings from O'Neil Homer, to go through the responses from the Regulation 14 consultation. Most feedback was straight forward and nothing controversial arose however, there was a misunderstanding with Beachborough School who felt we hadn't communicated with them; this has now been resolved and it is hoped a more positive relationship will be forthcoming.

O'Neil's will now make small modifications to the submission plan and the steering group will meet again towards the end of October to discuss any final changes. All documentation will be available to the parish council before the November meeting in order to be able to sign off the final version of the submission plan. The chairman thanked cllr JN and the steering group for all their work on this.

**135/23 To provide an update on the HS2 community fund project**

The date to install the solar panels has changed to 9<sup>th</sup> - 13<sup>th</sup> October (weather dependent). Work to trim the trees at the back of the hall is due to take place from 12<sup>th</sup> October and will run through to the following week. Cllr PJ is liaising with both parties.

**136/23 To provide an update on Silver Sunday arrangements**

The clerk reported that the Buckingham & Villages community board has asked parishes to take part in Silver Sunday which is the national day to celebrate older people (launched by the Sir Simon Milton Foundation in 2012). This year the Sunday falls on 1<sup>st</sup> October 2023. Two residents (one from Westbury and one from Turweston) are helping the clerk to organise afternoon tea where it is hoped we will enjoy a game of bingo, a tai-chi lesson and possibly a choir from Beachborough School. WVHA has kindly made the hall available for the afternoon and the shop & café team will be helping with the event. Beachborough has kindly offered to provide some scones and cakes. Thank you to everyone who is giving their time and help to make this a special community event.

**137/23 To provide an update on the puffin crossing on the A422**

Installation of the puffin crossing and resurfacing works will take place during night-time working hours from 19:00 to 06:00 on 6th November to 11th November 2023.

**138/23 To note the public path diversion order for footpath no. 11**

We have received formal notice from Buckinghamshire Council for (Public Footpath No. 11 (Part) Parish of Westbury) Public Path Diversion Order 2023. Any representations about or objections to the Order may be sent in writing to the

Definitive Map and Highway Searches Team no later than 20 September 2023. The information has been circulated via village email.

**139/23 To accept councillors reports on the following areas (if there is anything to report):**

- a. **Play Park;** the fence has been replaced and the old gates have been removed from the site. Two new (recycled plastic) benches have been installed. The skipping rope handle we hoped would work as a handle for the glider (zip wire) isn't suitable so cllr GC will look at alternatives. It was noted that there are holes in the rubber matting that need filling and moss needs to be treated. It was agreed to request quotes for matting before the next meeting and see how much S106 funding we have left to use. **Action: KW/GC/CK**
- b. **Highways;** work to repair the drains on Main Street was abandoned last week (after an incident took place) and will be rescheduled. The puffin crossing will be installed in November.
- c. **Utilities** – nothing to report.
- d. **WVHA/WCSC updates;** the annual members meeting for the shop & café will take place on 27<sup>th</sup> September at 8pm at the village hall.
- e. **Neighbourhood plan;** see item 134/23.
- f. **Footpaths;** see item 138/23.
- g. **HS2;** the utility team has been granted Sunday working to meet the programme and open the new temporary road. Sundays affected will be 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> of September (hours between 09:00 to 17:00). There will be a full road closure (between Westbury and Brackley) between 22<sup>nd</sup> -25<sup>th</sup> September to complete the tie in works that will join the new temporary road and roundabout to the existing A422. These works will include the installation of lighting, signage, resurfacing and white lining. Once these works are completed, the local authority will carry out a road safety audit before the temporary road diversion and bridge are opened to the public. Information can be found on our village website at: <https://westburyvillage.co.uk/full-steam-ahead-on-hs2/>
- h. **Action plan;** the clerk will update the plan and circulate.
- i. **Speed Watch;** cllr JW advised he now has full access to the speed watch website. He will arrange a meeting for volunteers to familiarise themselves with the equipment and put some dates in the diary for some sessions.

**140/23 To note correspondence received that requires discussion**

St. Augustine's Parochial Church Council (PCC) has received a quote to maintain the churchyard; £1400 over the year. Despite a great community effort in tidying the churchyard on 2<sup>nd</sup> September, councillors believed it was too much to expect volunteers to keep on top of it going forward and agreed we should top up our donation (given annually towards the churchyard) from £150 to £500 in the hope that other parties in the village would also help fund this important community asset.

**141/23 Councillors Open Forum**

- The clerk advised that 6<sup>th</sup> June 2024 marks the 80<sup>th</sup> anniversary of the D-Day landings and parish councils are encouraged to take part in lighting a beacon on that day representing the 'light of peace' that emerged after the darkness of war. It was agreed to add it to next month's agenda.
- The clerk advised we have a lot of spam coming through the Westbury Village Facebook group. Cllr KW agreed to look this. **Action: KW**

**142/23 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*)

A member of the public (who also represents Beachborough School), advised Oxfordshire County Council will be taking action to mend the concrete bridge (relating to Mixbury Footpath Nos. 30, 31 and 32 Modification Order 2019) from 16<sup>th</sup> October.

**143/23 Close**

The meeting closed at 8.55pm.

**The next meeting will be held on 11<sup>th</sup> October 2023, 7.30 pm at Westbury Village Hall.**

**Signed: James Stone**

**Dated: 11.10.2023**

