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Minutes of the meeting of Westbury Parish Council held on Wednesday 10th January 2024, 7.30pm at Westbury Village Hall

Present: Chairman James Stone (JS), Graeme Cook (GC), cllr Pierre Jeannes (PJ), cllr Richard Tredwell (RT), cllr Jonathan Newman (JN), cllr James Watson (JW), Cathy Knott, clerk (CK) and two members of the public.

01/24 To receive apologies for absence and welcome

Apologies received from cllr Katy Wintour. Robin Stuchbury sent his apologies from Buckinghamshire Council and shared some information via email on the council's activities including budget scrutiny and drainage issues in the county. Patrick Fealey and Caroline Cornell also sent their apologies and updates. The chairman thanked everyone for attending.

02/24 Questions or comments from the public

None received.

03/24 To receive and approve for signature the minutes of the meeting of the parish council held on 15th November 2023. The minutes were approved and signed.

04/24 To note any matters arising from the minutes not included on this agenda for report only

158/23 - to raise the crown of the trees in the playpark; this work will be added to the tree survey which will be carried out later this year.

159/23 – the clerk has received confirmation from the landowner that we can replace the wooden gate with a metal kissing gate to make it more accessible. She has contacted EKFB to ask whether they would help fund this.

05/24 To receive declarations of interest related to business on the agenda

None received.

06/24 Finance (*different from agenda*)

Financial statement

Current account: £12,956.43

Business account: £18,758.36

a. To note income received

Bank interest (Dec)	28.09
WPHC Grant (match funding for neighbourhood plan consultant fees)	2,100.00
Buckinghamshire Council (S106)	5,540.00
Bank interest (Jan)	19.71
HMRC VAT refund	5,591.20

b. To note invoices paid since the last meeting

O'Neil Homer (NP consultants)	2,750.00 (VAT 550)
C. Knott (Dec. salary & backpay as agreed by NALC)	984.77
HMRC (tax)	105.47
Barbara Osborne (PAYE services)	69.00
S. Rodwell (Nov mowing)	152.76
OPUS (streetlight electricity)	59.09 (VAT 2.95)
R.S. Haynes Contracting Ltd (playpark work funded by S106)	3,895.00 (VAT 779.00)
Land Registry (search x 3)	9.00

c. To approve invoices submitted:

C. Knott (January salary & tax)	712.60
HMRC (tax)	31.00
C. Knott (office expenses)	75.00
OPUS (streetlight electricity)	62.59 (VAT 3.13)

d. To approve the budget and precept for 2024/25

The chairman circulated figures prior to the meeting explaining the tax base for 24/25 remains the same as last year (224.47). He proposed the budget and precept (available to view at: <https://westburyvillage.co.uk/finance/>) which would see an increase 12.78% (an increase of £11.54 for the year on a band D property). Councillors unanimously approved the budget, and it was resolved to set the precept at £22,862.00.

07/24 To consider new planning applications (if there are any) and to receive an update on applications outstanding

Since the last meeting in November, two applications have been received that are still pending;

23/03458/ALB The Old School House, Main Street, Westbury. Listed building application for removal/reconfiguration of modern internal partitions, new external doors and external repairs of stonework, chimneys and ashlar. Also replacement of UPVC windows with steel framed casements (previous approval 21/02701/ALB).

23/03508/APP 18 Orchard Place, Westbury. Householder application for single storey front, side and rear extension including conversion of existing out-building.

Application **24/0005/APP** was received today for the erection of a general purpose agricultural building at Red Oak Farm, Brackley Road, Westbury. The clerk circulated plans and cllr RT agreed to talk it through with the owner to help us understand the reasoning behind it before we make a decision.

Action: RT

08/24 To consider quotes received for suitable matting at the playpark

Carried over to the next meeting.

09/24 To consider quotes received to pave the front area of the playing field

The chairman explained now there is no adult football being played at Westbury, it is a good time to explore ways to try and improve the area to the front of the village hall which gets very wet and boggy. Due to FA regulations we have been unable to change the surface in the past, but the chairman will check with the Brackley teams to ensure this won't encroach on their regulations.

One solution is to extend the patio area. A quote has been received from Butler & Proctor and we will request more quotes and explore funding streams. The clerk will add it to the action plan.

Action: JS/CK

10/24 To consider quotes received for a new village website and email address

The clerk circulated information and quotes from Aubergine and Cloudy IT.

Regarding the website, the chairman advised we have the funds available for the first and second year. Cllr JW would like an agreement to be able to export content if necessary. It was agreed to set up a meeting with Mark Tomkins, Director of Aubergine to get clarity around certain areas before making a decision at the next meeting.

Regarding the .gov email address quotes, it was agreed we should confer with Mark to discuss whether this could be included in the website package rather than separately.

Action: CK/JW/JN

11/24 To consider what the parish council is doing and what it can do to conserve and enhance biodiversity in the area

The clerk shared Buckinghamshire Council's information on public authorities' statutory duty to consider what it can do to conserve and enhance biodiversity. It was agreed to use their template policy and include action points in our live action plan. She will prepare it ready for adoption at the next meeting.

Action: CK

12/24 To discuss how to mark the 80th anniversary of the D-Day landings on 6th June 2024

As previously agreed, we would like to mark this special occasion on the evening of Thursday 6th June. The Shop & Café would like to be involved and cllr PJ will discuss it with members of WVHA.

Action: PJ

13/24 To accept councillors reports on the following areas (if there is anything to report):

- a. **Play Park;** GC will oversee fitting for the handle for the glider (zip wire).
- b. **Highways;** GC will arrange a village walk-about with Simon Scullion, our Local Area Technician to highlight areas needing action.
- c. **Utilities** – nothing to report.
- d. **WVHA/WCSC updates;** there will be a charity meeting on 21st February. PJ advised both parties have acknowledged they need to work together and set up a proper structure to utilize the hall to its best ability. Currently WVHA is losing money; they will arrange a recruitment drive calling for volunteers.
- e. **Neighbourhood plan;** the plan has been submitted to Buckinghamshire Council.
- f. **Footpaths;** the concrete bridge at Beachborough School (connecting Mixbury footpaths 30, 31 & 32), is open.
- g. **HS2;** nothing to report. The clerk will invite Dave Butcher, EKFB engagement manager to our next meeting.
- h. **Action plan;** see items 09/24 and 11/24.

- i. **Speed Watch;** JW advised volunteers have had a break over Christmas but would be back out on the roads next week.
- j. **Beachborough;** this week members of the council met with the head mistress and bursar to further discuss traffic and parking. This term, the school has introduced a one-way system through the village; cars approaching Westbury from the A422 are being encouraged to drive to the school via Doctors Spinney and along Fulwell Road. Cars exiting the school can then use Main Street to reach the A422. This should alleviate some of the congestion in Main Street. They are also staggering pick up and drop off times and investigating use of a shuttle bus.

14/24 To note correspondence received that requires discussion;

- HS2 notification to carry out surveys on parish council land – noted.
- Land query, Mill Lane. The clerk is making enquiries.
- Wood burning issues – noted.
- To note Lloyds Bank Brackley branch closing – noted.

15/24 Councillors Open Forum

The chairman advised there is damage to Playing Field Road and kerbs, probably caused by heavy machinery/work trucks parking there whilst working on the Puffin crossing. The clerk will send photographs to Buckinghamshire Council.

Action: CK

16/24 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*)

None received.

17/24 Close

The meeting closed at 8.50pm.

The next meeting will be held on Wednesday 7th February, 7.30 pm at Westbury Village Hall.

Signed: James Stone Dated: 07.02.2024