

**Whitchurch Parish Council**  
**Clerk to the Council – Mrs Ann-Marie Davies**

**Minutes of the meeting of Whitchurch Parish Council held on Tuesday 9 June 2015 in the Methodist Church, at 7.30pm**

**Present:** Chairman Ashley Bond  
Vice Chairman Paul Foot  
Councillor Alderman  
Councillor Susan Ford  
Councillor Charlotte Lincoln  
Councillor Mark Parrott  
Councillor David Meakin  
  
County Councillor Netta Glover  
District Councillor Janet Blake  
Plus 3 residents

1. **To note apologies for absence:** to accept apologies for absence – None received. The Chairman welcomed our new District Councillor for the area, Janet Blake to the meeting.
2. **To receive the Declaration of Acceptance of Office** from Councillor David Meakin – Councillor David Meakin duly signed his Declaration of Acceptance of Office.
3. **Open Forum for Parishioners:** (under adjournment). County Councillor Netta Glover gave a verbal report. See attached report to these minutes for further detail.  
District Councillor Janet Blake told those present that AVDC was working on setting up a new website. She encouraged all visitors to the site to take part in a feedback survey. This would enable users to then help shape the way the site was developed. She agreed to send the link through to the Clerk for this to be publicised via the Whitchurch News, **ACTION: JB**  
When questioned, District Councillor Blake reported that she had no further update on the planning application for 80 houses on the Land at Oving Road.  
Councillor David Meakin gave an update on his meeting with organisers of the Worldwide Whitchurch Weekend (WWW) planned for the Friday and weekend of 17 July 2015. It was agreed that Councillor Susan Ford would speak to the Pub Landlord to ask if they would like to participate in any way. The Clerk would send the link with details of the WWW to Councillor Ford.  
**ACTION: SF/AMD**  
  
Councillor Meakin tendered his apologies and had to leave the meeting due to a previous commitment.
4. **Declaration of interest in items on the agenda:** to declare any interests – The Chairman and Vice Chairman declared an interest in the planning application for 34 Oving Road and would not take part in the discussion which related to this property. The Chairman also declared an interest for the Planning application for Green Acres stables.
5. **To confirm the minutes of the meeting of 12 May 2015** – the minutes were agreed and signed as a correct record.
6. **To update on matters arising from the minutes of the last meeting and agree any further actions required.**

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The Clerk updated on two matters. She thanked all Councillors for taking the time to complete their Register of Interest forms and confirmed that they had all now been lodged with AVDC. The Clerk also confirmed that following a request for more information on the Community Impact Bucks organisation, she was pleased to confirm that they would attend the July meeting to deliver a short presentation to the Parish Council on their organisation.

7. **To review and confirm the Complaints Procedure as previously circulated** – Councillor Susan Ford stated that she had come across some typographical errors in the next three documents. She would provide details of these to the Clerk outside of the meeting.

**ACTION: SF**

Councillor Ford also stated that whilst she was comfortable with the documents being adopted by the Parish Council, as a new Councillor she would be carrying out further reading to fully understand the terms contained within.

Councillors resolved to adopt the Complaints Procedure.

8. **To review and confirm the Standing Orders as previously circulated** – Councillors resolved to adopt the Standing Orders following the previously suggested changes now incorporated.

9. **To review and confirm the Councillor and Officer Protocols as previously circulated** – Councillors resolved to adopt the Councillor and Officer Protocol.

10. **To complete and sign off the Lloyds Bank change of signatory mandate** – Signatures of new Councillors Mark Parrott and Susan Ford were witnessed by the Chairman and Vice Chairman and signed accordingly. As Councillor Parrott was an existing Lloyds Bank customer there was no need for him to visit the Bank to prove his identity. Councillor Ford agreed to complete the page of the mandate which related to her and take it into Lloyds Bank together with photographic identification material. Once done she would return the mandate to the Clerk for her to complete the signatory change process.

**ACTION: SF**

11. **Planning:** To discuss planning applications and make recommendation, and to include those planning applications received after this agenda is published, if urgent:

**15/01615/APP – Holts Buildings North Marston Lane, Whitchurch, Bucks** – Change of use of agricultural building into one dwelling including single storey link building and re-roofing – The Council resolved that it had **NO OBJECTION** to the planning application. The Clerk would advise AVDC via their planning portal.

**ACTION: AMD**

**15/01387/APP – 11 Firs Close, Whitchurch, Bucks, HP22 4LH** – Relocation of garden wall – Councillors were unable to take a decision on this application before further information was seen. The Clerk was asked to source further detail and forward to Councillors.

**ACTION: AMD**

**15/01622/APP – 34 Oving Road, Whitchurch, Bucks, HP22 4JF** - Erection of two detached dwellings – Following discussion Councillor Susan Ford chose to abstain from this item. Councillors agreed for the Clerk to send through a comment which noted concern for the increase in traffic and potential access arrangements.

**ACTION: AMD**

**15/01369/APP – Land at Green Acres Stables, Oving Road, Whitchurch, Bucks** – Erection of a barn for farm machinery and hay/straw storage. Councillor Susan Ford chose to abstain from this item. The remaining Councillors resolved that it had **NO OBJECTION** to the planning

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application. The Clerk would advise AVDC via their planning portal.

**ACTION: AMD**

**12. Finance:**

a) To draw cheques.

The Council resolved to issue the following cheques:

Lynch Garden Services	chq 291	£50.00
BALC	chq 292	£6.00
Broker Network Ltd	chq 293	£623.96
Ann-Marie Davies	chq 294	£412.03
D P Alderman	chq 295	£30.00

b) To agree accounts for April 2015 – the accounts for April 2015 were agreed.

**13. Highways, Footpaths & Footways, Street Lighting:**

Vice Chairman Paul Foot noted the 'Recreation Ground' did not appear on the agenda. The Clerk agreed to reinstate the item for future agendas. **ACTION: AMD**

He noted that part of the apparatus to the zip wire looked worn. He agreed to take and send a photograph through to the Clerk for her to arrange repair or replacement. **ACTION: PF**

The question of frequency of playground inspections was raised by Councillor Susan Ford. Councillor Mark Parrott also asked the costs incurred through our ROSPA inspections. The Clerk suggested looking into this matter in further detail and bringing back to the next meeting as an agenda item for consideration. **ACTION: AMD**

The Vice Chairman raised a concern over dog excrement which he had found being increasingly placed in the litter bin by the play area. It was resolved that the Clerk would obtain costs for an A4 sign which politely requested dog owners to use a designated dog bin for their deposits. **ACTION: AMD**

**14. To consider correspondence and other communications received since last meeting:**

a) To note the recommendation from Transport for Buckinghamshire following their feasibility study for the new footway in the High Street. This was discussed in detail and the Clerk was asked to speak to the TFB representative about the possibility of moving the actual bus stop sign rather than undertake further extensive and potentially unnecessary groundworks at the current site. **ACTION: AMD**

The Clerk referred to previously emailed details of the Local Community Responder scheme. It was agreed that this information should be put on the Parish Council website and also the Whitchurch website. **ACTION: AMD**

The Clerk also reminded the group that the Play in the Park session, funded by the Parish Council, was to be held in the village on Tuesday 28 July 2-4pm. The Clerk was asked to send details of this through to the School and also raise awareness by means of a poster on the local noticeboards. **ACTION: AMD**

**15. To agree the date of the next meeting –** Date of next meeting agreed as Tuesday 14 July at 7.30pm in the Methodist Hall.

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The Clerk reminded the group that Community Impact Bucks and Thames Valley Police would both be in attendance.

Meeting closed at 8.40pm

Signed:

Date

DRAFT