

# Whitchurch Parish Council

Clerk to the Council – Mr Tony Skeggs

Minutes of the Meeting of Whitchurch Parish Council held at the St Johns Hall

On Monday 10 October 2022 at 7.30pm.

Present: Cllrs M Perry (Chair), P Alderman, V James- Priday, M Palin, and C Thomas.

Public Attendance: Four members of the public, and Buckinghamshire Council Cllr P Cooper.

Clerk: A Skeggs

Absent: None

22/98	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted from Cllrs Ford and Lincoln. Buckinghamshire Council Cllrs Bond and Blamires gave their apologies.</p>
	<p><b>Open Forum for Residents</b></p> <p>The following points were raised:</p> <ul style="list-style-type: none"><li>• Old Sandpit 20/03073 – Why were Buckinghamshire Council still considering it. Buckinghamshire Council councillors need to be contacted if the PC request the application to be considered at the planning committee. Any enforcement action is via the Buckinghamshire Council website.</li><li>• Crabs Grove 21/03966 – Gone to appeal. New comments to the planning inspector by 1<sup>st</sup> November. Concern that not the original application is being appealed. Pedestrian access through Crabs Grove.</li><li>• Footpath Diversion – Applicant explained the reason for the footpath diversion.</li></ul> <p>Buckinghamshire Council – Cllr Cooper contributed to the points above.</p>
22/99	<p><b>Members' Interests:</b> Members were invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Whitchurch Parish Council Code of Conduct for Members and by the Localism Act 2011.</p> <p>No declarations were made.</p>
22/100	<p><b>Approval of Minutes:</b></p> <p>a) The minutes of the meeting of the Council held on the 11<sup>th</sup> July 2022, were approved, and signed as a true record.</p> <p>b) The format of the draft minutes that were published in the parish magazine was considered and it was <b>AGREED</b> that an annotated version of the agenda would be published from now on.</p>
22/101	<p><b>Proposed Footpath Redirection the Old Vicarage</b></p> <p>The request to redirect the footpath that ran through the ground of the Old Vicarage was considered. As there was no consensus it was <b>AGREED</b> that the decision should be deferred to the November meeting, which would allow time for a site visit.</p>
22/102	<p><b>2021/22 External Audit Report</b></p>

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	<p>a) The external audit report for 2021/22 was considered and it was <b>NOTED</b> that one comment had been made. It was unanimously <b>AGREED</b> to accept the external auditor report.</p> <p>b) It was <b>NOTED</b> that the “Notice of the Conclusion of the Audit” had been issued. The notice was now required to be displayed on the website and noticeboards.</p> <p>c) It was <b>AGREED</b> not to “opt out” of the central external auditor appointment arrangements.</p>
22/103	<p><b>Play Area Resurfacing Project</b></p> <p>It was reported that the planned works were due to start on Monday 31<sup>st</sup> October and should take two weeks to complete. It was <b>NOTED</b> that a 50% deposit had been paid to the contractor Playsource.</p>
22/104	<p><b>Recreation Ground</b></p> <p>a) The instances of the out-of-control dog had reduced now that it was muzzled and on a lead. If the dog was seen off its lead / unmuzzled, then the police should be contacted.</p> <p>b) The clearing of the fallen ash by the Granborough scouts was continuing. The clerk reported that Fairhive and UKPN had inspected the site. UKPN would give residents a minimum of 12 days’ notice that the power would be turned off between 9am and 4pm to enable the tree works to be undertaken.</p> <p>c) After Cllr Perry had raised a resident’s concern on the proposed work. It was <b>AGREED</b> to accept the quote from Buckland Landscapes of £450 to flail mow the playing field. The clerk to check the blade height with the contractor.</p>
22/105	<p><b>Best Kept Village Competition</b></p> <p>It was <b>NOTED</b> that the parish council had received a Certificate of Merit from the competition. Cllr Perry highlighted some the judges’ comments and those areas that could be approved upon next year.</p>
22/106	<p><b>Neighbourhood Plan</b></p> <p>Keith Armour gave an update on the Plan, which was fundamentally written. It was proposed to present the Plan to the parish council before the next meeting then seek formal approval at the November meeting. Then the Regulation 14 publication period could begin where key stakeholders, residents, and other bodies could make their comments.</p>
22/107	<p><b>Street and Development Naming</b></p> <p>a) The meeting considered the name change by the developer of The Firs to Churchill Manor. It was <b>AGREED</b> to put forward Churchill House as being more appropriate.</p> <p>b) The meeting considered what the street name for the three-house development off Ashgrove Gardens should be. It was <b>AGREED</b> that Town End or Town End Close should be fed back to Buckinghamshire Council.</p>

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22/108	<p><b>Remembrance Sunday</b></p> <p>a) It was <b>NOTED</b> that two poppy wreaths had been ordered for a cost of £100.</p> <p>b) The arrangements for laying the wreaths were considered. Cllr Palin <b>AGREED</b> to arrange the laying the wreath at the Remembrance Day service.</p>
22/109	<p><b>Finance</b></p> <p>a) The list of payments for September and October were <b>APPROVED</b>, details at the end of the minutes.</p> <p>b) The combined bank account position at the 30<sup>th</sup> September was <b>NOTED</b>.</p> <p>c) It was <b>AGREED</b> to retrospectively accept a quote from Buckland Landscapes Ltd of £550 (ex-vat) to cut both sides of the Sandpath hedge. There was still no date of when the work would start.</p>
22/110	<p><b>Planning</b></p> <p>The following applications were not considered on the night:</p> <ul style="list-style-type: none"> <li>• <b>20/03073/APP – The Old Sandpit, Oving Road</b> – Residential Dwelling. This was covered in the open forum.</li> <li>• <b>22/02405/APP – 27 Ashgrove Gardens</b> – The application had been approved.</li> <li>• <b>22/02069/APP – 7 Little London</b> – The application had been approved.</li> </ul> <p>The following applications were considered on the night:</p> <ul style="list-style-type: none"> <li>• <b>22/02702/APP – 15 Market Hill</b> – Erection of Boiler Flue on Front Elevation (Retrospective). The meeting had <b>No Objections</b> to the application.</li> <li>• <b>22/02407/APP – Tudor House, 49 High Street</b> – Single Storey Rear Extension, Internal Alterations and New External Staircase to Pool Area. The meeting had <b>No Objections</b> to the application but the following comments to be included within the response. Parking of contractor lorries / gap between the neighbouring property and the height of the extension overlooking the neighbours.</li> </ul>
22/111	<p><b>Points of Interest</b></p> <ul style="list-style-type: none"> <li>• Cllr Perry reported back on the Bucks Planning Meeting that she had attended – Buckinghamshire Council now had a full complement of planning staff and a dedicated backlog team. Enforcement appeals were increasing. There had been another call for brown field sites.</li> <li>• BALC Conference – Two councillors would be attending on the 25<sup>th</sup> October.</li> </ul>
22/112	<p><b>Date and Time of Next Meeting:</b> The date of the next meeting would be on Monday 14<sup>th</sup> November 2022 starting @ 7.30pm.</p>

The meeting closed at 8.55 pm.

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Chair's Signature ..... Date.....

## ACTION LIST

Minute	Action Required	Action By	Progress
Forum	Purchase goal nets & submit bid to Community Board Small Grants fund.	Clerk	Outstanding
22/90d	Contact Matrix re repairs to metal goal.	Clerk	Outstanding
22/91	Contact Buckinghamshire Council councillor for Mentmore for two SID posts.	Clerk	Outstanding
22/101	Arrange site visit at footpath diversion.	Cllrs	Completed
22/107	Feedback Development & Street Name Suggestions to Buckingham Council.	Clerk	Completed
22/108a	Organise Laying of Poppy Wreath.	Cllr Palin	Completed

## BANK RECONCILIATION

Reconciled Bank Balance At	Account	Bank Balance	Total
30 <sup>th</sup> September 2022	Current Account	£4,503.15	
30 <sup>th</sup> September 2022	Playing Field Account	£4,065.76	
30 <sup>th</sup> September 2022	Deposit Account	£40,274.84	
30 <sup>th</sup> September 2022	Investment Account	£30,000.00	<b>£78,843.75</b>

## INCOME AND EXPENDITURE LISTING

Income	£
Salvation Army – Clothes Bank for June (£21.36), July (£12.22) and August (£19.11).	£52.69
Groundworks – Neighbourhood Plan Grant.	£6,075.00
Buckinghamshire Council – s.106 Funding for Outdoor Gym Surface.	£10,174.00
Buckinghamshire Council – Second Half of Precept Payment.	£14,397.50
<b>TOTAL INCOME SINCE THE LAST MEETING IN JULY</b>	<b>£30,699.19</b>

Expenditure	Cheque	£
<b>Invoices to be approved at Parish Council meeting.</b>		
Playsource <sup>(44)</sup> – Outdoor Gym Surfacing. Paid 1 August	FPO	£12,208.80
RCOH Ltd <sup>(45)</sup> – N'hood Plan Pre-Submission Advice. Paid 15 August	FPO	£1,380.00
RCOH Ltd <sup>(46)</sup> – N'hood Plan Pre-Submission Advice. Paid 15 August	FPO	£120.00
Buckland Landscapes <sup>(47)</sup> – July Verges Grass Cutting. Paid 15 August	FPO	£526.82
Buckland Landscapes <sup>(47)</sup> – Playing Field Grass Cutting (5)(21/142a).	FPO	£480.00
ENC Ltd <sup>(48)</sup> – Victorian Light Fixing – 1 Green Acres (22/94b). Paid	FPO	£906.24
Clerk <sup>(49)</sup> - Salary and Expenses for August 2022. Paid 23 August	FPO	£424.17
Buckland Landscapes <sup>(51)</sup> – August Verges Grass Cutting. Paid 15 Sept	FPO	£526.82
Buckland Landscapes <sup>(51)</sup> – Playing Field Grass Cutting (6)(21/142a).	FPO	£480.00
Clerk <sup>(53)</sup> - Salary and Expenses for September 2022. Paid 3 October	FPO	£444.42

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Clerk (53) – Danger Keep Out Sign for Play Area. Paid 3 October	FPO	£34.57
Clerk (53) – HP903XL Printer Cartridges 50% of Cost. Paid 3 October	FPO	£45.00
Whitchurch PCC (54) – Hall Hire for October PC Meeting.	FPO	£20.00
PKF Littlejohn (55) – External Audit Fee for 2021/22 AGAR.	876	£360.00
NALC (56) – “Working Between the Tiers” seminar for Chair.	877	£71.71
Buckland Landscapes (57) – Wildflower Area Cutting (22/93c). Paid	FPO	£1,668.00
RCOH Ltd (58) – N’hood Plan Pre-Submission Advice. Paid 3 October	FPO	£990.00
RCOH Ltd (59) – N’hood Plan Pre-Submission Advice. Paid 3 October	FPO	£450.00
Playsource (61) – Play Area Surfacing 50% Deposit. Paid 28 September	FPO	£29,978.80
Buckland Landscapes (62) – September Verges Grass Cutting.	FPO	£526.82
Buckland Landscapes (62) – Playing Field Grass Cutting (7)(21/142a).	FPO	£480.00
Clerk (63) - Salary and Expenses for October 2022.	FPO	£424.17
<b>TOTAL OF PAYMENTS FOR APPROVAL</b>		<b>£52,546.34</b>

Due to the gap between this meeting and the last meeting in July, most of the above payments have been made.

<b>Direct Debits</b>	<b>£</b>
SSE Swalec (43) (Street Lighting for June). Note this is vastly understated.	£126.12
SSE Swalec (50) (Street Lighting for July). Note this is vastly understated.	£129.74
SSE Swalec (52) (Street Lighting for August). Note this is vastly understated.	£129.74
ICO (60) – Annual Data Protection Licence	£35.00
<b>TOTAL OF DD PAYMENTS FOR NOTING SINCE THE JULY MEETING</b>	<b>£420.60</b>

<b>For Information - Reclaimable Vat to date for 2022/23</b>	£10,150.87 <sup>1</sup>
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## **FIXMYSTREET.COM**

This is the website that Buckinghamshire Council recommends you use to report problems, which could be blocked road drains, pot holes, broken pavements, signage problems, overgrown foliage etc.

Here is the link [www.fixmystreet.com](http://www.fixmystreet.com) If you do have the need to report anything then please put as much detail as possible and always upload some photographs. Reports with photographs will get resolved quicker than ones without.

1. Note that a VAT refund claim to the end of September of £9,983.07 has been submitted to HMRC.