

# 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 15 May 2023 at 7.55pm.

Present: Cllrs C Lincoln (Chair), P Alderman, S Ford, V James-Friday, M Palin, and M Perry.

Public Attendance: Twelve members of the public, and Buckinghamshire Council Cllr D Balmires.

Clerk: A Skeggs

Absent: None

23/57	<p><b>Election of Chair</b></p> <p>On a proposal from Cllr Perry, seconded by Cllr Palin, Cllr Lincoln was elected as Chair for the forthcoming year. Cllr Lincoln then signed the Declaration of Acceptance of Office.</p>
23/58	<p><b>Election of Vice-Chair</b></p> <p>On a proposal from Cllr Lincoln, seconded by Cllr James-Friday, Cllr Perry was elected as Vice Chair for the forthcoming year.</p>
23/59	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted from Cllr C Thomas.</p>
	<p><b>Open Forum for Residents</b></p> <ul style="list-style-type: none"><li>• A resident asked when Hemp Platt footpath would be cleared. The Chair informed the meeting that the maintenance of Hemp Platt had been added to the Council's grounds maintenance contract, so should be cleared shortly.</li><li>• A resident raised his concern on the height of the Supernova play equipment that had not been installed as per their specification. The Chair reported that Kompan had referred the issue to their audit team, and they were satisfied that it met British Standard EN 1176.</li><li>• A resident asked about the grass area surrounding the play area and signage. The Chair reported that there was an item later on the agenda on landscaping the area and that a sign had been purchased and would be in place soon. There was then an offer of grass seed from a resident, which was accepted.</li><li>• Cllr Ford raised the issue of the Rural Housing Scheme and noted that a response had been received from Buckinghamshire Council Cllr Strachan. Whilst there was nothing further the parish council could do, Cllr Ford, as a resident, would continue to ensure that the scheme was applied properly.</li></ul>
23/60	<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>

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23/61	<p><b>Approval of Minutes:</b></p> <p>The minutes of the meeting of the Council held on the 17<sup>th</sup> April 2023, were approved, and signed by the Chair.</p>
23/62	<p><b>2022/23 Annual Governance Report and Accounting Statement</b></p> <p>a) The 2022/23 Annual Governance Statement was presented to the meeting and once it had been <b>APPROVED</b>, the Chair and Clerk signed the return.</p> <p>b) The 2022/23 Accounting Statement signed by the clerk was presented to the meeting and was signed by the chair once it had been <b>APPROVED</b> by the meeting. The Annual Governance and Accounting Statement would now be sent to PKF Littlejohn, the external auditors, before the 30<sup>th</sup> June 2023 deadline.</p> <p>c) It was <b>NOTED</b> that the dates for the Notice of Exercise of Public Rights were:</p> <ul style="list-style-type: none"> <li>• Announcement made / published on the website - Friday 23<sup>rd</sup> June 2023.</li> <li>• Period of Inspection starts - Monday 26<sup>th</sup> June 2023.</li> <li>• Period of Inspection Ends - Friday 4<sup>th</sup> August 2023.</li> </ul>
23/63	<p><b>Play Area</b></p> <p>The clerk reported that he had received a response from Kompan regarding the installation of the Supernova piece of equipment. Kompan had referred the enquiry to the audit team who had provided the following response:</p> <ul style="list-style-type: none"> <li>• <i>The item has been assessed by a fully qualified RPII Annual Inspector and has been found to be compliant with the requirements of BS EN 1176, the safety standard for children's playground equipment.</i></li> <li>• <i>In light of this, the inspector's response, and my managers review, we would advise no further work required at this time and the item deemed compliant.</i></li> </ul> <p>There was then a question regarding the age limit for this piece of equipment, which the clerk would investigate.</p>
23/64	<p><b>Neighbourhood Plan</b></p> <p>Keith Armour informed the meeting that the Plan was not yet in Regulation 16 as there was some work still to do. It was hoped that this would be completed by the end of May. He then advised the parish council that consideration was now being given to an alternative access to the Kempson site further North on the A413 as the previously indicative access off the roundabout may be more intrusive than envisaged.</p>
23/65	<p><b>Recreation Ground</b></p> <p>The following quotes from Buckland Landscapes were considered:</p> <p>a) Orchard Fruit Trees Mowing £720.00 (ex VAT) – This represented 6 cuts between March and October. This was <b>AGREED</b>.</p> <p>b) Wildflower Area Mowing £1,529.00 (ex VAT) – This represented 1 cut as instructed by the Parish Council. This was <b>AGREED</b>.</p> <p>c) Grading / Seeding of Soil £890.00 (ex VAT) - This was <b>AGREED</b>.</p>

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	<p>d) Scarify / Top Dress / Seed £1,190.00 (ex VAT) - This was <b>AGREED</b>. As the Parish Council had had an offer of seed, the Clerk was to seek a discount on this quote.</p> <p>e) Sand Path Hedge £790 (ex VAT) – This represented 2 cuts between June and November. This was <b>AGREED</b>.</p> <p>f) Goals – A request had been made to provide either goal nets or moveable goal frames. After consideration it was <b>AGREED</b> not to purchase either but to investigate an alternative solution.</p>
23/66	<p><b>Kings Coronation</b></p> <p>After consideration it was <b>AGREED</b> that the existing metal benches at Swan Close, Weir Lane and Oving Road (opposite Drs surgery) should be renovated. It was then <b>AGREED</b> that the benches at Kempsons, Old Road (Roundabout) and Oving Road (Wildflower area) should be replaced with either wooden benches, as proposed by the Chair, or bespoke metal benches showing the Coronation emblem. Cllr James-Friday agreed to obtain some quotes. The decision would be made at the June meeting.</p>
23/67	<p><b>Defibrillators</b></p> <p>a) It was <b>AGREED</b> that the locations of the new defibrillators would be the Doctors Surgery and The Swan public house. Clerk to write to get confirmation.</p> <p>b) It was <b>NOTED</b> that the Community Board had awarded a grant of £1,750, representing 50% of the project cost.</p>
23/68	<p><b>Dangerous Stiles</b></p> <p>A resident had reported that there were several broken / wobbly stiles on the footpath WHI/11/1. They had been reported to Buckinghamshire Council who would investigate. The landowner would be contacted. There was an offer from the Ramblers to provide the labour to repair / install new stiles.</p>
23/69	<p><b>Banking Arrangements</b></p> <p>a) Bank Signatories - The current list of signatories was reviewed. It was <b>AGREED</b> that no changes were required to the current mandate.</p> <p>b) Direct Debits - The DDs to SSE and ICO were <b>APPROVED</b> for the current year.</p>
23/70	<p><b>Finance</b></p> <p>a) The list of payments for May 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> April was <b>NOTED</b>.</p> <p>c) It was <b>NOTED</b> that the membership to BALC for 2023/24 had been renewed at a cost of £160.67.</p>
23/71	<p><b>Planning</b></p> <p>The following planning applications were considered by the meeting:</p> <ul style="list-style-type: none"> <li>• <b>23/01241/APP – Weir House, Oving Road</b> – Replacement of Front Door and Side Screens. It was <b>AGREED</b> that the parish council had <b>NO OBJECTIONS</b> to the</li> </ul>

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	<p>application.</p> <ul style="list-style-type: none"> <li>• <b>23/01357/APP – The Olde Barns, North Marston Lane</b> – Loft Conversion and Rear Dormer. It was <b>AGREED</b> that the parish council had <b>NO OBJECTIONS</b> to the application.</li> </ul>
23/72	<p><b>Points of Interest</b></p> <ul style="list-style-type: none"> <li>• Cllr Lincoln had attended the Bucks Planning Forum, which highlighted the enforcement action being taken by Buckinghamshire Council and that they would consult those parishes with Neighbourhood Plans when work on the new Local Plan begins.</li> <li>• Cllr Perry had attended the Neighbourhood Watch meeting, which highlighted there was equipment available to block nuisance calls. You could be a “Scam” Champion to then make residents aware of how to spot a scam. Anyone approached by the Nottingham Knockers should ring 101.</li> </ul>
23/73	<p><b>Date and Time of Next Meeting:</b> The meeting considered whether it could move its meetings to a Thursday evening but this was not possible so meetings would continue to take place on a Monday. The date of the next meeting would be on Monday 12<sup>th</sup> June 2023 starting @ 7.30pm.</p>

**The meeting closed at 9.05 pm.**

Chair’s Signature ..... Date.....

## BANK RECONCILIATION

Reconciled Bank Balance At	Account	Bank Balance	Total
30 <sup>th</sup> April 2023	Current Account	£23,412.01	
30 <sup>th</sup> April 2023	Playing Field Account	£1,251.96	
30 <sup>th</sup> April 2023	Deposit Account	£55,879.90	
30 <sup>th</sup> April 2023	Investment Account	£30,000.00	£110,543.87

## INCOME AND EXPENDITURE LISTING

Income	£
Buckinghamshire Council – Devolved Services Payment for 2023/24.	£2,496.97
HMRC – Reclaimed Vat from 1 October 2022 to 31 March 2023.	£6,676.30
Buckinghamshire Council – First Half of Precept Payment.	£14,550.00
Salvation Army – Clothes Bank for March.	£22.58
<b>TOTAL INCOME SINCE THE LAST MEETING IN APRIL</b>	<b>£23,745.85</b>

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<b>Expenditure</b>		
<b>Invoices to be approved at Parish Council meeting.</b>	<b>Payment</b>	<b>£</b>
Whitchurch PCC <sup>(9)</sup> – Hall Hire for Neighbourhood Watch Event.	FPO	£40.00
Glasdon UK Ltd <sup>(10)</sup> – Froggo Litter Bin.	FPO	£464.56
Neil Smith <sup>(11)</sup> – Grant for Neighbour Hood Watch Event. <sup>(22/121d)</sup>	880	£60.00
Best Kept Village Competition <sup>(12)</sup> – Competition Entry Fee.	FPO	£25.00
Buckland Landscapes <sup>(13)</sup> – April Verges Grass Cutting.	FPO	£526.82
Whitchurch PCC <sup>(14)</sup> – Hall Hire for May 2023 PC Meeting.	FPO	£20.00
Clerk <sup>(15)</sup> - Salary and Expenses for May 2023.	FPO	£456.75
Buckland Landscapes <sup>(16)</sup> – Supply & Plant Snow Queen Tree.	FPO	£300.00
<b>TOTAL OF PAYMENTS FOR APPROVAL</b>		<b>£1,893.13</b>

<b>Direct Debits</b>	<b>£</b>
SSE Swalec <sup>(DD2)</sup> - Street Lighting for April.	£122.20
<b>TOTAL OF DD PAYMENTS FOR NOTING SINCE THE APRIL MEETING</b>	<b>£122.20</b>

<b>For Information - Reclaimable Vat to date for 2023/24</b>	<b>£1,248.72</b>
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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, potholes, broken pavements, signage problems, overgrown foliage etc.

Here is the link <https://fixmystreet.buckinghamshire.gov.uk/>

If you do 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.