

# 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 12<sup>th</sup> February 2024 at 7.30pm.

Present: Cllrs C Lincoln (Chair), P Alderman, S Ford, M Perry, and C Thomas.

Public Attendance: 13 members of the public, plus Buckinghamshire Council Cllrs A Bond, D Blamires, and P Cooper.

Clerk: A Skeggs

Absent: None

|       |  |
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| 24/12 | <b>Apologies for Absence</b><br>Apologies were received and accepted from Cllr Palin.  |
|       | <b>Open Forum for Residents</b> <ul style="list-style-type: none"><li>• Manhole cover outside Weir House needed to be reported on fixmystreet as the blocked drain on Market Hill had been.</li><li>• There was no update on the Sand path other than it was on the BC schedule.</li><li>• Streetlights opposite 37 Ashgrove Gardens, Doctors Surgery and MP1 needed repair.</li><li>• The fence around the pond in the recreation ground was broken and needed repair.</li><li>• The Bucks Cllrs reported that mitigation works on the High Street had been scheduled for overnight on the 13<sup>th</sup> February. Spend on roads has been substantial over the last year. Major improvements were planned to Aylesbury Town Centre. The call for Brown Field sites will continue for the foreseeable future.</li></ul> |
| 24/13 | <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. No new declarations raised.   |
| 24/14 | <b>Approval of Minutes:</b> The minutes of the meeting of the Council held on the 8 <sup>th</sup> January 2024, were approved, and signed by the Chair.  |
| 24/15 | <b>Co-option</b><br>As two applications for the vacancy had been received the Clerk outlined the process for the co-option. The two candidates, Ashley Bond and Robert Grimes, were then given three minutes to address the meeting. Cllr Ford asked a couple of questions of Mr. Grimes. After both applicants had been nominated and seconded a vote was taken, which resulted in two for Ashley Bond and three for Robert Grimes. Robert Grimes was duly co-opted on to the Council and signed his Acceptance of Office at the end of the meeting.  |
| 24/16 | <b>D-Day 80<sup>th</sup> Anniversary Celebration</b><br>Consideration was given as to whether the Parish Council should mark the anniversary in some way. After discussion, it was <b>AGREED</b> to ask WACA if they were proposing to organise anything.  |

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| 24/17 | <p><b>Play Around the Parishes</b></p> <p>The Parish Council had received information from the Milton Keynes Play Association about their play sessions which are held during the school summer holidays. The cost for a 2-hour session was £500. After consideration of the cost and the likely attendance it was <b>AGREED</b> not to run any sessions.</p>  |
| 24/18 | <p><b>Current Projects Update</b></p> <p>As the Parish Council had several ongoing projects it was felt an update would be useful.</p> <ul style="list-style-type: none"> <li>a) Speed Calming Measures – The original application to the Community Board needed updating to see what measures could be funded.</li> <li>b) Speedwatch – Still looking for a few more volunteers. Initial training is online followed by on site training. It was hoped to start in the summer.</li> <li>c) Benches – It is hoped refurbishment of the metal benches would start once the weather warms up, then the wooden benches would be replaced.</li> <li>d) Location of Bell – The school was agreeable for it to be located at the school. Whether it was inside or outside had yet to be agreed. The cost to refurbish the bell so that it could be rung was £1,700. The school was prepared to do some fund raising to contribute to the cost. A bell tower had been considered but estimates were required to assess viability.</li> <li>e) Christmas Lights / Tree – A site visit was to be organised with a supplier.</li> <li>f) Mowing of Verges / Recreation Ground – For 2024/25 the contractor would notify the Parish Council in advance of the monthly mowing, report any delays and report any problems after the mowing. There would be a new supervisor contact. It was <b>AGREED</b> to settle the Recreation Ground mowing invoice of £3,200, the invoicing of which had been delayed.</li> <li>g) Website – The clerk was now able to update the website, which was now showing Minutes for the last two years, budget information, 2022/23 accounts information, and some policies. The Councillor details page needed to be updated with photographs.</li> </ul> |
| 24/19 | <p><b>Microsoft 365</b></p> <p>The Clerk outlined the administrative benefits to the Parish Council of having information available to all Councillors using shared folders and the need to have Parish Council email addresses. It was proposed by Cllr Lincoln, seconded by Cllr Thomas, that the Parish Council adopts the use of Microsoft 365. This was <b>AGREED</b>.</p>  |
| 24/20 | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) The list of payments for January were <b>APPROVED</b>, details at the end of the minutes.</li> <li>b) The combined bank account position at the 31<sup>st</sup> January was <b>NOTED</b>.</li> </ul>   |
| 24/21 | <p><b>Neighbourhood Plan</b></p> <p>The Inspector had asked 30 clarification questions which had been answered by the Working Group, which meant the Inspector's Final report was received on the 19 January. It</p>   |

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|       | had meant that a few changes were needed as well as a map showing key locations around the Village. It was hoped that the referendum would take place in late Spring / early Summer.  |
| 24/22 | <p><b>Planning</b> – The following applications were considered by the meeting.</p> <ul style="list-style-type: none"> <li>• <b>23/04021/ALB – 63 High Street</b> – Replacement of Roof Felt and Skylights.<br/><b>No Objections</b> were raised to this application.</li> <li>• <b>24/00320/ALB – 1 Oving Road</b> – Replacement of Listed Gate Posts, Like for Like.<br/><b>No Objections</b> were raised to this application.</li> </ul>   |
| 24/23 | <p><b>Points of Interest</b></p> <ul style="list-style-type: none"> <li>• Streetlight – The streetlight between 47 &amp; 49 High Street had been reported for repair.</li> </ul>  |
| 24/24 | <b>Date and Time of Next Meeting:</b> The next meeting would be on Monday 11 <sup>th</sup> March 2024 starting @ 7.30pm.  |
|       | <p><b>Confidential Item</b></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be considered.</p>   |
| 24/25 | <p><b>Clerks Salary Grade</b> (Cllr Ford was not present for this item whilst Cllr Grimes was).<br/>The Chair informed the Councillors that the Clerk had asked for clarification on his contract regarding the progression up the salary scales. He was currently on SP23. After consideration Cllr Lincoln proposed the following, that was seconded by Cllr Thomas:</p> <ol style="list-style-type: none"> <li>1. The Clerk be moved to SP24 as from the 1<sup>st</sup> April 2023.</li> <li>2. The Clerk be moved to SP26 as from the 1<sup>st</sup> April 2024.</li> <li>3. The Clerk’s grade be reviewed every two years in April.</li> <li>4. An annual review be carried out at the end of the calendar year.</li> </ol> <p>This was unanimously <b>AGREED</b>.</p> |

**The meeting closed at 8.39 pm.**

Chair’s Signature ..... Date.....

**Actions List**

| Minute | Action Required                                   | Action By  | Progress    |
|--------|---|------------|-------------|
| 23/20  | Investigate Christmas lights in the High Street.  | Clerk      | In Progress |
| 23/90  | Order three benches with Kings Coronation emblem. | Clerk      | On Hold     |
| Forum  | Investigate MVAS pole and socket on High Street   | Cllr PA/CT | In Progress |

# Whitchurch Parish Council

## BANK RECONCILIATION

| Reconciled Bank Balance At    | Account               | Bank Balance | Total       |
|-------------------------------|-----------------------|--------------|-------------|
| 31 <sup>st</sup> January 2024 | Current Account       | £14,758.27   |             |
| 31 <sup>st</sup> January 2024 | Playing Field Account | £431.79      |             |
| 31 <sup>st</sup> January 2024 | Deposit Account       | £56,320.72   |             |
| 31 <sup>st</sup> January 2024 | Investment Account    | £30,403.89   | £101,914.67 |

## INCOME AND EXPENDITURE LISTING

| Income  | £             |
|---|---------------|
| Lloyds Bank – Interest in January.                    | £58.56        |
| Salvation Army – Clothes Bank for December.           | £7.38         |
| <b>TOTAL INCOME SINCE THE LAST MEETING IN JANUARY</b> | <b>£65.94</b> |

| Expenditure  | Payment | £                |
|--|---------|------------------|
| <b>Invoices to be approved at Parish Council meeting.</b>                |         |                  |
| Buckland Landscapes <sup>(69)</sup> – January Verges Grass Cutting.      | FPO     | £526.82          |
| Whitchurch PCC <sup>(70)</sup> – Hall Hire for February 2024 PC Meeting. | FPO     | £25.00           |
| Clerk <sup>(71)</sup> - Salary and Expenses for February 2024.           | FPO     | £502.67          |
| <b>TOTAL OF PAYMENTS FOR APPROVAL</b>                                    |         | <b>£1,054.49</b> |
| <b>Direct Debits</b>   |         |                  |
| SSE Swalec <sup>(DD11)</sup> - Street Lighting for December.             |         | £99.08           |
| <b>TOTAL OF DD PAYMENTS FOR NOTING SINCE THE JANUARY MEETING</b>         |         | <b>£99.08</b>    |
|  |         |                  |
| <b>For Information - Reclaimable Vat from 1 December for 2023/24</b>     |         | <b>£427.22</b>   |

## 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.