

Wing Parish Council Minutes to be approved at Tuesday 25th February 2014 meeting
Wing Parish Council

Minutes of a Meeting Held on Tuesday 28th January 2014 in the Small Hall, Wing Village Hall.

Present:

Councillors: Mrs L Stuart (Chair), Ms S Roe, Mrs M Crutchfield, Mr J Benson, Mr M Shrubsole, Mrs C Hellgren-Derry, Mr M Kelly, Mrs C Collier, Mr J Nixon and Mr J Lomas.

County and District Councillor N Glover, and Mrs Maxine Hayes- Clerk

2 members of the public.

Items on Agenda		Action by
366. Public Question Time	<p>(1)It was reported that the Carnival Committee had been reformed and the carnival would be taking place on 19th July 2014 . Permission was given for the carnival to use Jubilee Green.</p> <p>(2) Councillor Roe advised the meeting that the Carnival Committee had asked the Heritage Group to undertake a dig on Jubilee Green as part of the celebrations. The Parish Council approved this and would need to agree the location.</p> <p>(3)Councillor Roe reported that she had seen a message offering a bandstand which was no longer required to local councils from Dacorum District Council. It was agreed that the Parish Council would be interested depending on size and condition. The Clerk agreed to contact them and register an interest.</p>	
367. (a)Attendance and Apologies (b) Declarations of interest (c) Approval of Previous Minutes	<p>(a) Apologies were received from Councillor S Naghi.</p> <p>(b) None</p> <p>(c) It was PROPOSED SECONDED and RESOLVED that the minutes of the meeting held on Tuesday 29th November2013 were a correct record and were signed by the Chairman.</p> <p>It was PROPOSED SECONDED and RESOLVED that the minutes of the Parish Council Precept meeting held on 6th January 2014 were a correct record and were signed by the Chairman with the following changes – remove Councillors Crutchfield and Kelly from the attendance list. The Parish Council had approved a precept of £65,000 which was the same amount as in the previous year.</p>	
368. County and District Councillors Report	<p>Councillor Glover gave her report to the meeting. Full details would be available in What’s on in Wing. It was agreed that Councillor Glover would liase with the Parish Council over discussions on proposals for dropped kerbs in the parish. The Parish Council had earmarked this as a possible future project. Her report included a note regarding Jackie Wesley being moved from her department which meant she would no longer be involved in the Local Area Forum (LAF). A thank you would be sent from the Parish Council for all her help and advice over the past few years.</p>	Clerk
369. Items Arising from: (a) Clerks Report (b) Councillors Reports (c) Committee Reports (d) Correspondence (e) Consultation documents (f) Planning Applications	<p>The Clerk gave the following report to the meeting: <u>BT – Internet, telephone – Review of contract and charges</u> The Clerk reported that the two year contract with BT was up for renewal at the end of March and after doing a comparison of costs (report attached) the Clerk recommend that the Parish Council change to Virgin which will make a considerable financial saving and hopefully would provide a much better service. It was PROPOSED SECONDED and RESOLVED to approve the Clerks recommendation and change the contract to Virgin. <u>Asset register</u> The Clerk reported that Councillor Lomas has been working tirelessly on his own to put the details on to Get Mapping which would form part of the asset register. The Clerk had drafted a list of the assets for the Parish which had been circulated. It was discussed and approved. The Clerk would circulate the revised list to all councillors. <u>Street Light columns</u> The Clerk now had a further 100 labels printed to go on those lamp posts that still had the old contact details. These were distributed amongst councillors. <u>Storage</u> The Clerk reported that the Carnival Committee had kindly said that the Parish Council could store all the old bypass documents in a filing cabinet in their container. This had released space in the Parish Council cupboard in the village hall and the Council would therefore now not have a need to consider any outside storage. A selection of files and documents would remain with the Clerk which had now been sorted and archived. <u>Files and Folders</u> The Clerk reported that she had ordered some box files and folders to complete the organisation of PC paperwork from Viking and this would show on the accounts for payment this month. <u>December PC Meeting</u> As the Parish Council were unable to meet on the last Tuesday in December the Clerk suggested that to alleviate the very large agenda in January an additional meeting be arranged for Tuesday 14th December 2014 . At this meeting the precept could also be discussed and agreed which would cancel out the need</p>	

Wing Parish Council Minutes to be approved at Tuesday 25th February 2014 meeting

for a separate meeting early January.

Play Area Inspection report – summary

The Clerk reported on several areas that had been highlighted in the recent report.

It was PROPOSED SECONDED and APPROVED to purchase the Sputnik Roundabout bearing for the top which was worn and required replacement at a cost of £34 from Wicksteed. Also the steering wheel cap For the Nursery Rhyme Multiplay Unit which was missing and required replacement at a cost of £2.10 from Wicksteed.

Additional items raised were:

- One gate drags on ground and requires adjustment
- Monitor paintwork on units and rub down rust and paint as necessary
- Hi Hop Rotating Overhead See Saw – Damage to grass mats recommends replacement cost including labour £536.00
- 1 bay Arch Swing, 2 x Flat seats – Damage to edge of seats to be monitored
- Timber Trail and Natural Play items to be monitored for timber wear and decay

Ivor Collins would be asked to look at the gate, paintwork and timber trail and natural play and to monitor the seats.

Replacement of the grass mats would come back to the Parish Council for further discussion.

MVAS email – PC Response

The Clerk reported that an email had been received from Jackie Wesley on the suggestion of an additional MVAS unit in the Wing cluster. The Clerk had contacted Wingrave and Mentmore Parish Councils for their views.

Wingrave and Rowsham replied stating that they would support an additional unit but would expect and hope that one of the cluster Parish Councils would take on ownership of the additional MVAS to equalize the workshare etc of an additional resource. Mentmore have indicated that they would be happy to take this on. The cost to Wing for an additional unit would be approx £40 per annum to cover insurance etc. It was PROPOSED SECONDED and APPROVED to agree the additional cost for the extra unit.

Parish Council Cart

The Clerk reported that the Parish Council cart was still with Lousie Brooke and was no longer required. It was PROPOSED SECONDED and RESOLVED to try and sell the cart. The Clerk would investigate this.

Society of Local Council Clerks

The Clerk reported that the membership fee was due. In the past 2 years apart from the Clerks magazine, the Clerk had not received any help or support from the Society. All of the events and training are held in places like Oxford and South of the County and queries took several days to answer. The Clerk used the Bucks Association of Local Councils for all the legal advice guidance and training.

The Clerk I recommend that the Parish Council did not renew the membership and just subscribe to the magazine at a cost of £15 per annum. It was PROPOSED SECONDED and RESOLVED to approve the Clerks recommendation and add this payment to the accounts for January.

The Clerk had received a note from Robert Hart, Wing Village Charities stating that he had submitted the end of year accounts showing a Parish Council debt of £3700. This was related to the VAT paid for the war memorial restoration. It was agreed the Clerk would seek advice from the Parish Council accountants on this issue.

(b) Councillor Shrubsole reported on the recent HS2 meeting he had attended which had reported that the consultation was coming to an end. A statement of principle would be presented and would receive a second reading in June.

(c) None.

(d) The following correspondence had been received and circulated and actioned:

December 2013

- Chiltern Society December Newsletter - *Noted*
- Bucks CC – Notice of Road Closure Rowden Farm Lane 23/12 - *Noted*
- BALC – Copies of ninth edition of Charles Arnold Baker available at a cost of £64 – *It was PROPOSED SECONDED and APPROVED to purchase an up to date copy.*
- Transport for Bucks – Confirmation of inspection of Rothschild Road gulleys - *Noted*
- G Culverhouse – Notice of North Bucks Parishes Planning Consortium Meeting (NBPPC) 22/1 - *Noted*
- Bucks CC – Notice of road closure Moat Lane, Wingrave 12/12 - *Noted*
- R Pill – Copy letter regarding Oxford – Bedford – Cambridge rail link - *Noted*
- Confirmation of £1000 grant approval for Long Spinney - *Noted*

Clerk

Wing Parish Council Minutes to be approved at Tuesday 25th February 2014 meeting

- Community Impact Bucks e newsletter December - *Noted*
- Bucks Playing Fields Association – Newsletter - *Noted*
- BALC – Notice of Xmas and New Year Closure dates - *Noted*
- N Glover – Waste News December 2013 - *noted*
- Robert Hart – Wing Village trust – Notice of end of year accounting and showing a debt from the Parish Council of £3700 - *Discussed under Clerks report*
- Karen Jones Bucks CC – Notice of leaving post - *Noted*
- Bucks CC – Notice of revised dates for A418 roadworks - *Noted*
- Bucks Community Foundation approval of grant of £2996 for Long Spinney - *Noted*
- A Fisher AVDC – Notice of seminar on HS2 petitioning 16/1 - *noted*
- NBPPC – Response to Winslow Neighbourhood Plan - *noted*
- T Bull AVDC – Notice of LCPLG meeting 15/1 - *noted*

January 2014

- Chiltern Society Newsletter January 2014 - *noted*
- BALC – Nomination for Royal Garden Party 3/6 – *Nomination for L Stuart to attend had been sent*
- C Cashman – Minutes of Aylesbury vale Transport Users Group 3/12 - *noted*
- Jackie Wesley – Notice of LAF local priorities refresher workshop 12/2 – 7 – 9pm Edlesborough - *noted*
- Notice of Thames Valley Police and Crime Commissioners Public Meeting 7 – 9pm 13/2 Aylesbury - *noted*
- BALC – Notice of Chairmanship course 29/3 10.30 – 3pm - *noted*
- Woodland Trust – Info on caring for young trees - *noted*
- Jackie Wesley – Request for comments on MVAS share increase – suggestion for one additional MVAS unit for our cluster – *this was discussed under Clerks report*
- Bucks CC – Notice of road closure Cheddington Road, Pitstone 28/1 - *Noted*
- Local Government Boundary Commission – draft recommendations of new electoral arrangements for AVDC - *noted*
- Vale of Aylesbury Housing – copy letter sent to residents in Wantage Crescent advising them of works commencing mid February 2014 - *Noted*
- AVDC – Agenda for Development Control Committee meeting Thursday 30th January – *noted*

(e) None

(f) The following details were noted. Modification notifications were sent for information only.
Notification of Minor Amended Plans 16 Stewkley Road, Wing – Removal of Existing Sheet Roofing, repair to structure and replacement roof with concrete tiles. – for information only

Notification of Minor Amended Plans Homefield House, Soulbury Road, Wing – Variation of condition 2 of planning consent for the erection of storage building to permit its use in par as photographic studio – for information only

Notification of Minor Amended Plans The Sportsman Public House, Littleworth, Wing – Demolition of two storey side extension. Conversion and extension of existing public house to form a single residential dwelling and reception of two bedroom bungalow with associated parking. – for information only.
Notice of Approvals

- 13/03105/ACL – 11 George Street, Wing – Application for Lawful Development Certificate
- 13/03385/HPDE – 25 Moorhills Road, Wing – Erection of single storey rear extension
- 13/02984/APP – Land off Littleworth Wing – Demolition of two existing garages/outbuildings and erection of one detached dwelling with associated parking
- 13/02894/ATP – 26 Moorhills Crescent, Wing – Reduce one weeping willow tree by pollarding back to previous pollard cuts
- 13/02853/AAD – Post Office Counters, 2 – 4 High Street Wing – Integral illumination and screen to the ATM. Illuminated sign at top of ATM
- 13/02852/APP – Post Office Counters, 2 – 4 High Street, Wing – Retention of ATM, replacement existing glazing and glazed entrance doors

It was agreed that Councillor Kelly would attend the Planning Development Committee Meeting on Thursday 30th January to object to applications 13/02828/APP The Sportsman Public House, Littleworth, Wing and 13/03021/APP – The Paddock, Littleworth Wing.

Wing Parish Council Minutes to be approved at Tuesday 25th February 2014 meeting

<p>370. Finance (a) Accounts for Payment (b) Approval for grasscutting and street lighting tender documentation (c) Approval to purchase an additional 50 bags of bark for Jubilee Green play area</p>	<p>The following accounts and expenses were submitted and unanimously approved for payment:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 30%;">Goldleaf Groundcare</td> <td style="width: 20%;">Grasscutting</td> <td style="width: 20%;">s/o</td> <td style="width: 30%; text-align: right;">£ 262.67</td> </tr> <tr> <td>Jiffy Print</td> <td>Lighting Column Stickers</td> <td>cheque</td> <td style="text-align: right;">£ 108.00</td> </tr> <tr> <td>Wages, Contractors, Expenses</td> <td>Clerks salary and expenses, office costs, litter clearance and general maintenance</td> <td>electronic</td> <td style="text-align: right;">£ 1,321.57</td> </tr> <tr> <td>Mrs M Hayes</td> <td>reimb Amazon Black rubbish bags</td> <td>electronic</td> <td style="text-align: right;">£ 16.10</td> </tr> <tr> <td>Mrs M Hayes</td> <td>reimb business cards Vistaprint</td> <td>electronic</td> <td style="text-align: right;">£ 14.73</td> </tr> <tr> <td>Eon</td> <td>street Lighting d/d</td> <td>d/d</td> <td style="text-align: right;">£ 478.98</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>electronic</td> <td style="text-align: right;">£ 62.68</td> </tr> <tr> <td>Wing Hall Trust</td> <td>Hall hire, library and storage</td> <td>electronic</td> <td style="text-align: right;">£142.50</td> </tr> <tr> <td>Aylesbury Mains</td> <td>Lighting Maintenance</td> <td>electronic</td> <td style="text-align: right;">£ 170.40</td> </tr> <tr> <td>BT</td> <td>1/4 telephone</td> <td>dd</td> <td style="text-align: right;">£ 20.36</td> </tr> <tr> <td>AVDC</td> <td>Dog Bins emptying</td> <td>electronic</td> <td style="text-align: right;">£ 788.93</td> </tr> <tr> <td>SLCC</td> <td>Yearly subscription clerks magazine</td> <td>cheque</td> <td style="text-align: right;">£ 15.00</td> </tr> <tr> <td>Esther Morris</td> <td>NP Expenses</td> <td>cheque</td> <td style="text-align: right;">£ 2.34</td> </tr> <tr> <td>Wicksteed Playscapes</td> <td>1/4 Playground inspection</td> <td>electronic</td> <td style="text-align: right;">£ 54.00</td> </tr> <tr> <td>L Stuart</td> <td>NP Expenses postage, forum refreshments,</td> <td>electronic</td> <td style="text-align: right;">£ 21.25</td> </tr> </table> <p>(b) The draft tender documentation for the grasscutting and street lighting maintenance contracts had been circulated to all councillors. With a minor amendment to the Street Lighting Maintenance tender it was PROPOSED SECONDED and APPROVED to use this documentation for all contractors who register an interest.</p> <p>(c) As this had not been highlighted on the recent play area inspection report it was agreed to defer this item for the time being.</p>	Goldleaf Groundcare	Grasscutting	s/o	£ 262.67	Jiffy Print	Lighting Column Stickers	cheque	£ 108.00	Wages, Contractors, Expenses	Clerks salary and expenses, office costs, litter clearance and general maintenance	electronic	£ 1,321.57	Mrs M Hayes	reimb Amazon Black rubbish bags	electronic	£ 16.10	Mrs M Hayes	reimb business cards Vistaprint	electronic	£ 14.73	Eon	street Lighting d/d	d/d	£ 478.98	HMRC	PAYE	electronic	£ 62.68	Wing Hall Trust	Hall hire, library and storage	electronic	£142.50	Aylesbury Mains	Lighting Maintenance	electronic	£ 170.40	BT	1/4 telephone	dd	£ 20.36	AVDC	Dog Bins emptying	electronic	£ 788.93	SLCC	Yearly subscription clerks magazine	cheque	£ 15.00	Esther Morris	NP Expenses	cheque	£ 2.34	Wicksteed Playscapes	1/4 Playground inspection	electronic	£ 54.00	L Stuart	NP Expenses postage, forum refreshments,	electronic	£ 21.25	Clerk
Goldleaf Groundcare	Grasscutting	s/o	£ 262.67																																																											
Jiffy Print	Lighting Column Stickers	cheque	£ 108.00																																																											
Wages, Contractors, Expenses	Clerks salary and expenses, office costs, litter clearance and general maintenance	electronic	£ 1,321.57																																																											
Mrs M Hayes	reimb Amazon Black rubbish bags	electronic	£ 16.10																																																											
Mrs M Hayes	reimb business cards Vistaprint	electronic	£ 14.73																																																											
Eon	street Lighting d/d	d/d	£ 478.98																																																											
HMRC	PAYE	electronic	£ 62.68																																																											
Wing Hall Trust	Hall hire, library and storage	electronic	£142.50																																																											
Aylesbury Mains	Lighting Maintenance	electronic	£ 170.40																																																											
BT	1/4 telephone	dd	£ 20.36																																																											
AVDC	Dog Bins emptying	electronic	£ 788.93																																																											
SLCC	Yearly subscription clerks magazine	cheque	£ 15.00																																																											
Esther Morris	NP Expenses	cheque	£ 2.34																																																											
Wicksteed Playscapes	1/4 Playground inspection	electronic	£ 54.00																																																											
L Stuart	NP Expenses postage, forum refreshments,	electronic	£ 21.25																																																											
<p>371. Items for discussion: (a) Feedback on Neighbourhood Plan (b) Street Lighting (c) Roles and Responsibilities (d) Website (e) Leisure facilities in Wing (f) Traffic Management Group – date of first meeting (g) Projects 2014/15</p>	<p>(a) Councillor Stuart apologised for the late circulation of reports. She reported on the gap that had now been created following the AVDC Vale of Aylesbury Plan failing examination by the Inspector. This could now take a further 12 – 18 months to re write and re submit leaving a large gap where the 2004 plan would have to be used for planning guidance. This now left Wing Neighbourhood Plan in a difficult position. The Neighbourhood Plan group had made the decision that they would continue on the same timeline and continue to talk with AVDC about their position. There were other parishes in the country in the same position including Winslow and the NP group would be talking to them.</p> <p>She reported on the results from the feedback which had seen the village moving from the position of no new housing over the next 15 years to accepting that there would be housing and wanting their say in what type of development they would have.</p> <p>The Neighbourhood Plan group were working closely with both developers and they had both been asked to wait until the Plan was completed before submit planning applications. However, despite this Taylor Wimpey had plans to submit a planning application in the next couple of months and were holding a public exhibition this week. The Parish Council had highlighted to them that some of their publicity stated that the Parish Council had approved their plans which was not true and they had been asked to remove it.</p> <p>Both developers were presenting a traffic survey but as this was likely to be a desk based survey the NP group had agreed to commission their own survey on the impact of additional housing in the village. They were meeting with a professional traffic consultant to discuss this further.</p> <p>Both developers were to be sent formal letters from the Parish Council answering the points raised formally so this could be evidenced.</p> <p>(b) This would be deferred to the February meeting. Further details needed to be sought before the report could be circulated for consideration.</p> <p>(c) The roles and responsibilities sheet had been circulated and was updated. The final draft would be circulated. Councillor Shrubsole had circulated a report on the position regarding the Parish Council nomination for trustees of the Dormer Hospital Charity. The Charity needed replacement trustees and it was agreed to advertise in the village in the first instance. Councillor Collier expressed an interest in being considered.</p> <p>(d) Councillor Roe presented a report to the meeting. It was PROPOSED SECONDED AND resolved to develop both Council and Parish websites using wordpress and to purchase the relevant web address for both at a small cost.</p> <p>(e) Councillor Stuart reported back on the meeting held on 13th January with various sports and leisure groups in the village. The notes from the meeting had been circulated.</p>																																																													

Wing Parish Council Minutes to be approved at Tuesday 25th February 2014 meeting

	(f) It was agreed to set a date of Monday 10 th February at 7pm. (g) This item was deferred.	
372. Date of Next Meeting	Tuesday 25 th February 2014	

Signed.....

Dated.....