

Wing Parish Council

Minutes of the Parish Council Meeting on Tuesday 30th October 2018.

Present: Councillors: Ms S Roe (Chair), Mr J Lomas, Mrs C Hellgren-Derry, Mrs L Tabiner- Crush, Mrs H McGwyre, Mrs L Tring, Mr A Jones, Mr M Reynolds, Mr D Kellner

20 members of the public

Mr Pushman – Best Kept Village Committee

Mr Shrubsole – Wing Youth Club

Mrs Glover – County and District Councillor

Mrs C Power – Acting Parish Clerk

814. Public Participation	<p>Mr Pushman presented the Parish Council with the Best Keep Village awards on behalf of the village. A resident asked when the last feasibility study was carried out. It was stated that two years ago the Parish Council were told it would cost £11k for it to be carried out. The LAF Traffic Calming sub group offer up to 50% contribution towards feasibility studies, the Parish Council could look at putting in a request for 2019/20. Cllr Lomas agreed to share the MVAS data with them.</p> <p>A resident asked why the minutes for the 25th September were not approved at the 12th October meeting. They were informed that as the minutes were not drafted in time to be approved. The same resident also asked why the Finance and HR Committee Minutes have not been approved. They were informed that the Finance and HR Committee haven't meet since, so the minutes have not yet to be approved. The query as to why the minutes for the Finance and HR Committee are not on the website needs to be investigated by the Clerk as there is a separate page for them but it does not appear to be on the live version of the website. There is the same issue with the GDPR website page.</p>
815. a. Apologies for Absence b. Declaration of interests from Members. c. Approval of Previous minutes d. To review Terms of Reference of committees and members	<p>a. None</p> <p>b. Cllr H McGwyre declared an interest in the Football Club Cllr J Lomas declared an interest in planning application 18/03446 – The Old Mill, Aylesbury Rd Cllr Tring declared an interest in Friends of Long Spinney</p> <p>c. It was PROPOSED, SECONDED and APPROVED that the minutes of the meeting held on the 25th September 2018 and the minutes of the meeting held on the 12th October 2018 were a correct record and were signed by the Chairman.</p> <p>d. It was Proposed, Seconded and Unanimously Agreed to dissolve the Finance and HR Committee. After discussions over the number of members and voting rights. It was Proposed, Seconded and Unanimously Agreed to approve The Terms of Reference for the Finance, HR and Legal Committee. It was agreed that the members of the Finance, HR and Legal Committee will be Cllr C Hellgren-Derry, Cllr D Kellner, Cllr L Tabiner-Crush, Cllr A Jones, the Chairman and Vice-Chairman.</p>
816. County and District Councillors Report	<p>The full report would be included in What's on in Wing.</p>
817. (a) Clerks Report and Correspondence (b) Councillors Reports (c) Planning Applications	<p>a. There have been lots of comments received about the lovely Poppy displays around the village. A big thank you to all the people who were involved. The Parish Council has a new PO Box Address for correspondence PO Box 6441 LEIGHTON BUZZARD LU7 6FT The 3 silhouettes have been put up in the village. The letters for GDPR have been sent out and the website page has been created. There is a slight technical issue which should be resolved shortly. There have been 10 or more residents calling for the current Councillor vacancy to be filled by election. The closing date for the application of nominations is 4pm on Friday 2nd November and must be made to the Returning Officer at AVDC</p> <p>b. Councillor Lomas gave an update to the meeting on the recent MVAS data from Littleworth. The amount of traffic leaving the village via Soulbury Road had dropped since the bypass re-opened but hasn't returned to the usual level. The MVAS will be turned around in the next few days to face the traffic heading towards Burcott. Councillor Lomas also gave a report regarding Long Spinney. Martin Grant have been in contact with the Long Spinney Working Party to ask about Noticeboards. They have asked the Parish Council if they would like to have any additional noticeboards to the one, they are supplying as there maybe discounts available for bulk ordering. It was PROPOSED, SECONDED and APPROVED that 3 Noticeboards are to be purchased at a cost of £850 each (WPC will pay for 2 and Martin Grant will pay for 1). <i>Cllr Tring declared an interest in the Friends of Long Spinney group and took not part with this agenda item</i> It was agreed the noticeboards should be installed in the following locations</p> <ol style="list-style-type: none">1. Entrance at the bottom of on the Martin Grant development2. Footpath at the top of Long Spinney3. Up over Moorlands

	<p>Martin Grant are keen to move the Land Agreement forward and acknowledge it's their solicitor that is causing the hold up and will chase them</p> <p>c. The following applications had been received and were discussed: <u>18/03446/COUM</u> – The Old Mill, Aylesbury Road, Wing Determination as to whether prior approval is required in respect of transport & highway impact, contamination risk, flood risk, local facilities, and design and external appearance for the conversion of retail (A1) shop to 2 dwellings (C3) No Objections <i>Cllr J Lomas declared an interest and took no part in the discussions</i></p>																																																																																										
<p>818. Finance: (a) Accounts balances and Payments (b) 18/19 Budget v's Actual Spend to 30th September 18 (c) Approve budget reallocation as recommended by Finance and HR Committee</p>	<p>a) Balances @ 30.10.2018</p> <table border="0"> <tr> <td>HSBC Community a/c</td> <td>£ 31,373.32</td> </tr> <tr> <td>HSBC BMM a/c</td> <td>£ 92,389.74</td> </tr> <tr> <td>HSBC War Memorial</td> <td>£ 5,652.70</td> </tr> <tr> <td>HSBC Long Spinney</td> <td>£ 79.90</td> </tr> <tr> <td></td> <td>£129,495.66</td> </tr> </table> <p>Bank reconciliation from 12.08.2018 to 30.10.2018 had been circulated</p> <p>The following payments were signed by two bank signatories during the meeting.</p> <table border="1"> <thead> <tr> <th colspan="4">WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT OCTOBER 2018</th> </tr> <tr> <th>Payee</th> <th>Description</th> <th>Pay't Method</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>Salaries</td> <td>Acting Clerk Salary & Exps Sep and Oct, Deputy Clerks Salary & Expenses Oct and Litter Collection Oct</td> <td>electronic</td> <td>£ 4,322.87</td> </tr> <tr> <td>Joanna Craig</td> <td>Hosting/SSL Certificate</td> <td>D/D</td> <td>£ 19.00</td> </tr> <tr> <td>BMKALC</td> <td>Risk Management 23.10</td> <td>electronic</td> <td>£ 38.32</td> </tr> <tr> <td>BMKALC</td> <td>Agenda & Minutes 23.10</td> <td>electronic</td> <td>£ 38.32</td> </tr> <tr> <td>The Royal British Legion Poppy Appeal</td> <td>Donation for the poppy wreath</td> <td>cheque</td> <td>£ 50.00</td> </tr> <tr> <td>Goldleaf Groundcare</td> <td>Monthly Grounds Maintenance</td> <td>D/D</td> <td>£ 288.96</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>electronic</td> <td>£ 773.22</td> </tr> <tr> <td>Wing Village Hall</td> <td>Room Hire - 2017 Invs 104290 & 104280</td> <td>electronic</td> <td>£ 149.20</td> </tr> <tr> <td>Wing Village Hall</td> <td>Room Hire - Sep & Oct</td> <td>electronic</td> <td>£ 282.53</td> </tr> <tr> <td>Ivor Collins</td> <td>Maintenance Work around Wing</td> <td>electronic</td> <td>£ 307.71</td> </tr> <tr> <td>PKF Little John</td> <td>External Audit Fee</td> <td>electronic</td> <td>£ 360.00</td> </tr> <tr> <td>Malcolm Oliver</td> <td>Petrol for Strimmer - LS</td> <td>electronic</td> <td>£ 4.68</td> </tr> <tr> <td>John Lomas</td> <td>White Lines for Church St & Scythe</td> <td>electronic</td> <td>£ 475.45</td> </tr> <tr> <td>Charlotte Hellgren-Derry</td> <td>Wing & Burcott In Bloom</td> <td>electronic</td> <td>£ 17.57</td> </tr> <tr> <td>Peter Clay</td> <td>Planters & Flowers</td> <td>cheque</td> <td>£ 36.99</td> </tr> <tr> <td>George Browns</td> <td>Service & Repair for Strimmer</td> <td>electronic</td> <td>£ 114.01</td> </tr> <tr> <td>CU Phosco</td> <td>Twin Arm Bracket - Park Gate</td> <td>electronic</td> <td>£ 1,060.61</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 8,339.44</td> </tr> </tbody> </table> <p>b) This item was deferred to the November meeting.</p> <p>c) This item was deferred to the November meeting.</p>	HSBC Community a/c	£ 31,373.32	HSBC BMM a/c	£ 92,389.74	HSBC War Memorial	£ 5,652.70	HSBC Long Spinney	£ 79.90		£129,495.66	WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT OCTOBER 2018				Payee	Description	Pay't Method	Amount (£)	Salaries	Acting Clerk Salary & Exps Sep and Oct, Deputy Clerks Salary & Expenses Oct and Litter Collection Oct	electronic	£ 4,322.87	Joanna Craig	Hosting/SSL Certificate	D/D	£ 19.00	BMKALC	Risk Management 23.10	electronic	£ 38.32	BMKALC	Agenda & Minutes 23.10	electronic	£ 38.32	The Royal British Legion Poppy Appeal	Donation for the poppy wreath	cheque	£ 50.00	Goldleaf Groundcare	Monthly Grounds Maintenance	D/D	£ 288.96	HMRC	PAYE	electronic	£ 773.22	Wing Village Hall	Room Hire - 2017 Invs 104290 & 104280	electronic	£ 149.20	Wing Village Hall	Room Hire - Sep & Oct	electronic	£ 282.53	Ivor Collins	Maintenance Work around Wing	electronic	£ 307.71	PKF Little John	External Audit Fee	electronic	£ 360.00	Malcolm Oliver	Petrol for Strimmer - LS	electronic	£ 4.68	John Lomas	White Lines for Church St & Scythe	electronic	£ 475.45	Charlotte Hellgren-Derry	Wing & Burcott In Bloom	electronic	£ 17.57	Peter Clay	Planters & Flowers	cheque	£ 36.99	George Browns	Service & Repair for Strimmer	electronic	£ 114.01	CU Phosco	Twin Arm Bracket - Park Gate	electronic	£ 1,060.61				£ 8,339.44
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<p>819. Items for Discussion: (a) Draft Standing Orders for Approval (b) Draft Financial Regulations for Approval (c) Devolution of services (d) Update current Complaints Policy with</p>	<p>a. The draft standing orders were discussed, and it was PROPOSED, SECONDED and APPROVED that items 13 (e) and 13 (g) will be the Proper Officer. The standing orders were PROPOSED, SECONDED, APPROVED and Adopted.</p> <p>b. The Financial Regulations were PROPOSED, SECONDED, APPROVED and Adopted.</p> <p>c. It was PROPOSED, SECONDED and APPROVED it put in an expression of interest and ask Mr Brazier to come and talk to the Parish Council to answer any questions the Councillors may have. Cllr Lomas agreed to set up the meeting with Mr Brazier.</p> <p>d. It was PROPOSED, SECONDED and APPROVED to update the Complaints Policy with the new Parish Council address and the Chairman's contact details.</p> <p>e. It was agreed to wait until the Council hear back from the other Parish Councils if they are interested in sharing a training course before making a decision.</p> <p>f. Cllr Jones read out the report he had circulated prior to the meeting. Bucks CC will cover most of the legal costs involved with the process to transfer the Youth Club over to the Parish Council. The next meeting will be on Friday 2nd November to discuss the options available. Cllr Jones will report back to the Council after the meeting.</p>																																																																																										

<p>correct contact details</p> <p>(e) GDPR Training</p> <p>(f) Update regarding the Youth Club and how the Parish Council can help keep it running</p> <p>(g) Traffic issues – speeding, speed limits and other related issues</p> <p>(h) Additional bin for Jubilee Green</p> <p>(i) Equipment for recording meetings</p> <p>(j) Review Recreation Ground Charity Status</p> <p>(k) Remembrance Day – Beacon Lighting and any other related items</p> <p>(l) Small Woods Subscription</p>	<p>g. Various traffic issues were discussed. A draft letter to Bucks CC has been drafted, which was read out in the meeting. Alternative solutions to diversions through Wing and ways of dealing with the excess traffic were talked about and were to be included in the letter. It was agreed that the final draft would be updated and circulated via email to Councillors for final approval before it is sent to Transport for Bucks.</p> <p>The village petition was discussed but as Bucks CC are the authority for speed limits the Parish Council would need to refer it to them.</p> <p>An advert to recruit volunteers for the Speedwatch group was discussed and a draft version circulated. It was agreed the advert needed a bit of tweaking before being released.</p> <p>h. Following the Wickstead report suggesting a bin is placed within the play area of Jubilee Green, it was PROPOSED, SECONDED and APPROVED to purchase a standard green bin similar to the ones on the lamp posts.</p> <p>i. It was agreed that the Clerk should investigate various recording equipment, so the Parish Council can start recording meetings.</p> <p>j. The current Charitable status of the Recreation Ground was discussed. It was mentioned that the current governing document was not fit for purpose, the charitable structure needs to be determined and a matching governing document written. The Council should understand the original reason it was made a charity in the first place and it was suggested that the original documents are looked at in the Bucks CC archives.</p> <p>It was PROPOSED, SECONDED and APPROVED to seek legal advice on the Charity status of the Recreation Ground and to start with asking BALC if they can recommend a solicitor that has previous experience with the Charities Commission and worked with Charities.</p> <p>k. Cllr Kellner knows a WW2 veteran that would be willing to light the beacon. Cllr Kellner and Cllr Lomas to liaise regarding the wood etc for the beacon. The bag pipes are confirmed for 6am on Sunday morning. A new risk assessment has been carried out. A Councillor needs to be there to give the final go ahead, these items are required for insurance purposes. It was discussed whether to invite the Choir but they are unavailable at the time of the beacon lighting. The Clerk was asked to put the advert of the event up on the website.</p> <p>l. The Small Woods subscription is not being used so it was agreed that the subscription would not be renewed.</p> <p><i>Cllr Tring did not take part in the vote due to her interest in the Friends for Long Spinney.</i></p>
820. Recreation Ground Project	Paul Lambert was invited to update the Council on the current status of the Recreation Ground Project and run through the new draft plan. Once Paul had finished his presentation, the members of public were invited to have a look at the new draft plan in the Committee Room where Paul was available to discuss the idea.
821. RESOLUTION	<i>At this point in the meeting a resolution was passed to exclude the press and public from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 for the following items of business on the grounds that they may involve the likely disclosure of confidential and exempt information.</i>
822. To discuss the appointment of Acting Deputy Clerk	It was PROPOSED and SECONDED for the Clerk to check with BALC if the Parish Council are able to hire an Acting Deputy Clerk without an interview, if so, hire the proposed person. An amendment to the Resolution was PROPOSED and SECONDED to add that it needs to be sited where it is ok to do so. If not, hold an interview or follow BALC's advice. The Proposal and amendment were APPROVED.
823. Recreation Ground Project	Cllr H McGwyre left the meeting at 10.55pm. It was PROPOSED, SECONDED and APPROVED to leave the current application and await AVDC planning decision. In the meantime, it was agreed that the new draft plan is looked into in more detail, involving the user groups and investigating the potential cost of the revised project.
824. To Discuss Charlotte's Cottage as a Parish Office	Cllr M Reynolds left the meeting at 11.05pm. The Finance and HR Committee recommended that due to finances, that the decision to hire the office should be postponed to next financial year. It was also proposed that talks should continue, and the Council needs to have a good indication of potential costs for the whole package, so it can be included in the 2019/20 budget. It was also agreed to check with the Insurance company regarding security and ask if there would be any requirements that need to be met.
825. Date of next meeting	Tuesday 27 th November 2018