



Wing Parish Council

Minutes of the Annual Meeting of the Parish Council

Held on Tuesday 28th May 2019 in The Small Hall, Village Hall, Wing.

Present at start of meeting: Councillors: Mr D Kellner (Chairman). Mr J Lomas, Mrs C Hellgren-Derry, Mrs L Tabiner-Crush, Mrs L Tring, Mrs H McGwyre, Mr N Smith, Mr A Jones, Mr R Duke.

County and District Councillor Glover.

There were no members of the public present.

Mrs C Power –Parish Clerk

Mr J Furniss – Deputy Clerk (Minutes)

Meeting start time: 20.00

All items prefixed by: 1905

Item	Action
<p>1. Elect the Chairman of the Council <i>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</i> Councillor D Kellner was nominated for Chairman and proposed by Councillor Hellgren-Derry. This was seconded and carried unanimously. Declaration of Acceptance was signed and received by Councillor D Kellner</p>	Resolved
<p>2. Elect the Vice Chairman of the Council <i>To elect the Vice Chairman of the Council</i> Councillor J Lomas was nominated for Vice-Chairman. This was proposed by Councillor Duke, seconded and carried unanimously.</p>	Resolved
<p>3. Chairman's Welcoming Statement Councillor Kellner thanked the Council for the opportunity to take matters forward.</p>	
<p>4. Public Question Time (15 minutes) <i>For further information please refer to the Wing Parish Council Public Participation Policy.</i> There were no members of the public present at the meeting</p>	
<p>5. Apologies for Absence <i>To receive apologies for absence from Members,</i> Councillor S Maloney sent his apologies which were accepted at the meeting.</p>	Resolved
<p>6. Declaration of interests from Members on Agenda Items <i>To receive declarations of personal and/or prejudicial interests from Members in matters on the Agenda.</i> The following declarations were made: Councillor Kellner (Chairman) – Recreation Ground and Village Hall Councillor Lomas– Recreation Ground Councillor Duke – Recreation Ground Councillor Hellgren-Derry, – Recreation Ground Councillor Tabiner- Crush, – Recreation Ground Councillor Tring– Recreation Ground and Long Spinney Councillor McGwyre, – Recreation Ground Councillor Jones, – Recreation Ground Councillor Smith, – Recreation Ground</p>	
<p>7. Dispensations <i>To receive dispensations for Members to speak and/or vote on items on the agenda in which they hold a declared personal and/or prejudicial interest(s).</i> The Clerk confirmed that a new request had been received from Councillor McGwyre and a dispensation granted for her to speak and vote in connection with the Recreation Ground until the next election of the Council. All other existing dispensations remained valid until the next election of the Council in 2020.</p>	

<p>8. Previous Minutes</p> <p><i>i. To resolve that the minutes of the Parish Council meeting held on Tuesday 30th April be signed as correct.</i></p> <p>Councillor Crush proposed an amendment to correct her declaration to 'Wing Singers'. This was seconded and carried unanimously.</p> <p>Councillor Duke proposed that the minutes, so amended, be accepted as correct record of the meeting. This was seconded and carried unanimously</p> <p><i>ii. To resolve that the minutes of the Extraordinary Parish Council meeting held on Thursday 9th May be signed as correct.</i></p> <p>Proposed by Councillor Jones, seconded and carried unanimously.</p>	<p>Resolved</p> <p>Resolved</p> <p>Resolved</p>
<p>The Chairman invited Councillor Glover to present her County and District Councillor's report Item 28 on the Agenda and minuted at 28 below.</p> <p>Councillor Glover then left the meeting at this point.</p>	
<p>9. Review Standing Orders</p> <p><i>To approve and adopt the Standing Orders for Wing Parish Council</i></p> <p>Councillor Duke proposed to remove item 15bxiv. This was seconded and carried unanimously.</p> <p>Councillor McGwyre proposed approval of the amended Standing Orders. This was seconded and carried unanimously</p>	<p>Resolved</p>
<p>10. Review Financial Guidelines</p> <p><i>To approve and adopt the Financial Guidelines for Wing Parish Council</i></p> <p>Proposed by Councillor Lomas. This was seconded and carried unanimously.</p>	<p>Resolved</p>
<p>11. Review Code of Conduct</p> <p><i>To approve and adopt the Code of Conduct for Wing Parish Council</i></p> <p>Proposed by Councillor Lomas. This was seconded and carried unanimously.</p>	<p>Resolved</p>
<p>12. Review Risk Schedule</p> <p><i>To review the risk schedule for Wing Parish Council</i></p> <p>Several typographic errors which did not affect the content of the document were identified for correction.</p> <p>Councillor Duke proposed adoption and approval of the amended Risk Review Schedule. This was seconded and carried unanimously.</p>	<p>Resolved</p>
<p>13. Review Committee Structures</p> <p><i>To review Committee Structures and to appoint members to serve on the under mentioned Committees:</i></p> <p><i>Finance and Human Resources Committee(FHRLC)</i></p> <p><i>(Note: In accordance with Standing Orders the numerical composition of Committees shall be decided at the Annual Meeting of the Parish Council).</i></p> <p>Councillor Lomas proposed the number of members of the FHRLC be increased from 4 to 6. This was seconded and carried unanimously.</p> <p>Councillor McGwyre proposed that the members of the FHRLC should be:</p> <p>Councillor Hellgren-Derry Councillor Tabiner-Crush Councillor Duke Councillor Jones Councillor Lomas Councillor Kellner</p>	<p>Resolved</p> <p>Resolved</p>
<p>14. Review Committee Terms of Reference</p> <p><i>i. Finance, HR and Legal (FHRLC)</i></p> <p><i>ii. Standard Template</i></p> <p>i) FHRLC Terms of Reference</p> <p>Councillor Jones proposed an amendment to the Terms of Reference 7a for the FHRLC to read ".....except with the Chairman's discretion"</p> <p>This was seconded and carried unanimously.</p> <p>ii) Standard Template.</p> <p>The Clerk confirmed that this item should not have been included in the Agenda. No action required.</p>	<p>Resolved</p>

<p>15. Review Working Parties <i>To appoint members, including convenors, to serve on the under mentioned Working Parties as required</i></p> <ul style="list-style-type: none"> i. <i>Recreation Ground Project</i> ii. <i>Environment</i> iii. <i>Communications</i> iv. <i>Speedwatch</i> v. <i>Long Spinney</i> vi. <i>Road Safety</i> <p>Councillor Kellner proposed that this item be deferred to a later meeting. This was seconded and carried unanimously.</p>	Deferred
<p>16. Review Working Parties Terms of Reference</p> <ul style="list-style-type: none"> i. <i>Recreation Ground Project</i> ii. <i>Environment</i> iii. <i>Communications</i> iv. <i>Speedwatch</i> v. <i>Long Spinney</i> vi. <i>Road Safety</i> vii. <i>Template</i> <p>Councillor Kellner proposed that this item be deferred to a later meeting. This was seconded and carried unanimously.</p>	Deferred
<p>17. Council Representatives on Local Bodies <i>To appoint Council representatives to the under mentioned bodies and arrangements for reporting back to the Council</i></p> <ul style="list-style-type: none"> i. <i>Wing Village Hall Trust</i> ii. <i>Dormer Hospital Trust</i> iii. <i>Ascott Estate Liaison</i> <p>i) Wing Village Hall Trust Councillor Kellner was happy to continue in this role. Councillor Hellgren-Derry proposed Councillor Kellner. This was seconded and carried on a show of hands.</p> <p>ii) Dormer Hospital Trust Councillor Lomas proposed no change. This was seconded and carried unanimously.</p> <p>iii) Ascott Estate Liaison. It was observed that the correct title is The Wing Village Trust. Councillor Kellner proposed no changes. This was seconded and carried unanimously.</p>	Resolved Resolved Resolved
<p>18. Asset Register <i>To review Wing Parish Council's asset register</i></p> <p>Councillor Duke proposed that this be referred to the Finance and Human Resources Committee. This was seconded and carried unanimously.</p>	Referred to FHRLC
<p>19. Review Council Policies <i>To review and decide on amendments to the Council's policies</i></p> <ul style="list-style-type: none"> i. <i>Public Participation policy</i> ii. <i>Code of Practice for Handling Complaints</i> iii. <i>Co-Option policy</i> iv. <i>Safeguarding policy – Children and Vulnerable Adults</i> v. <i>Health and Safety policy</i> vi. <i>Publication Scheme</i> vii. <i>Retention policy</i> viii. <i>Small Grants policy</i> ix. <i>Equality and Diversity policy</i> <p>The Council identified that the Chairman's contact details needed updating and that the title of item ii) needed to be amended to Complaints Procedure to bring it in line with Standing Orders. Councillor Duke proposed acceptance of all existing Policies subject to amendment of the Chairman's details in ii) and that the FHRLC be tasked with producing a programme for review of the policies. This was seconded and carried unanimously.</p>	Resolved & Referred to FHRLC
<p>20. New Council Policies <i>To consider the following recommended policies</i></p> <ul style="list-style-type: none"> i. <i>Communications Policy</i> ii. <i>Advertising Policy</i> iii. <i>Media Policy</i> <p>Councillor Kellner proposed that these policies be referred to the Communications Advisory Group (CAG) for consideration. This was seconded and carried unanimously.</p>	Referred to CAG

<p>21. Meeting Dates for the Next Year <i>To fix the dates and times of the ordinary meetings of the Parish Council and Committees for the ensuing year.</i> Councillor Duke proposed that suggested dates be approved. This was seconded and carried unanimously. These will be available from the Clerk/Deputy Clerk and published on the website and 'What's on in Wing.'</p>	Resolved
<p>22. Confirmation of arrangements for insurance cover in respect of all insurable risks Councillor Hellgren-Derry proposed no changes to the current arrangement. This was seconded and carried unanimously.</p>	Resolved
<p>23. Review of the Council's and staff subscriptions to other bodies Councillor Lomas proposed no changes to the current arrangement. This was seconded and carried unanimously.</p>	Resolved
<p>24. Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation Councillor Duke proposed that this be referred to the FHRLC. This was seconded and carried unanimously.</p>	Referred to FHRLC
<p>25. Review of the Council's employment policies and procedures Councillor Lomas proposed no changes to the current arrangement but refer to the FHRLC for review. This was seconded and carried unanimously.</p>	Referred to FHRLC
<p>26. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 Councillor Lomas proposed that the Council confirm that it had reviewed the s137 payments and that they had been calculated correctly. This was seconded and carried unanimously.</p>	Resolved
<p>27. Review the Bank Options for Switching Bank Accounts <i>Review and consider the Bank options for switching the Parish Council's bank accounts</i> Councillor Kellner proposed that the Council's current account be moved to Metrobank. This was seconded and carried unanimously.</p>	Resolved
<p>28. County and District Councillors Report {taken earlier in the meeting after item 8} <i>To receive a report from Cllr Glover.</i> Councillor Glover presented a short report. This will be available from the Clerk/Deputy Clerk and will be published on the website and 'What's on in Wing.'</p>	
The meeting was suspended for a break at 10.02 pm and resumed at 10.25	
<p>29. Clerks report <i>To receive a report from the Clerk on activity since the last meeting.</i></p> <ul style="list-style-type: none"> • Lamp posts; The outstanding repair is being chased. • The new lamp posts around the junction of Dormer Avenue, Stewkley Road, High Street belong to Highways and are waiting for connection. When done, the older lamp posts, which belong to the Council will be available for re-use. Storage will need to be found. • VAHT have discontinued cutting areas that they have previously cut without notice. This is being reviewed by Transport for Bucks. Further information will be added to Facebook. 	
<p>30. Councillor Reports <i>To receive reports from Councillors of activity since the last meeting.</i> Councillor Duke reported on progress with the lease of the office in Charlotte's Cottage requiring further clarification. The Village Hall Trust (VHT) believed it should run from 1st January. Council minutes showed the 1st February as the approved start date. Councillor Kellner will discuss with the VHT. Councillor Tabiner-Crush reported on the TVP presentation at the library , where ASBOs and behaviour issues were raised.</p>	
<p>31. Planning Applications <i>To consider the following planning applications</i></p> <p>i. 18/02185/APP – 42 Stewkley Road, Wing. <i>Erection of a single storey front and side extension with dropped kerb.</i> Councillor Jones proposed that the Council respond with No Objections. This was seconded and carried unanimously.</p> <p>ii. 19/01641/APP – 3 Redwood Drive, Wing. <i>Two storey front and rear extensions</i> Councillor Jones proposed that the Council respond with No Objections. This was seconded and carried unanimously.</p>	<p style="text-align: center;">Resolved – No Objection</p> <p style="text-align: center;">Resolved – No Objection</p>

<p>iii. 19/00644/APP – Wing Travellers Site, Cublington Road, Wing. Change of use of land to gypsy / traveller pitches with associated works for personal and extended family</p> <p>Councillor Duke proposed that the Council respond to Oppose the application for the reason that insufficient detail has been provided regarding residential use. This was seconded and carried unanimously.</p>	<p>Resolved - Opposed</p>
<p>32. Recreation Ground Project</p> <p><i>To receive an update on the project's progress and consider any actions required at this stage</i></p> <p>Councillor Duke reported that a letter of engagement is required for the solicitors. Draft contracts are required from the design team.</p> <p>Councillor Kellner has spoken with various contractors to gauge whether they will be able to deliver on the whole project.</p> <p>Councillor Kellner advised that the design team need details for the MUGA surface specification. He has been in touch with various sports associations. Hockey UK have responded and will be providing details of a new surface suitable for several different sports and lighting.</p> <p>Councillor Jones raised concerns regarding the tendering process. The Clerks will confirm the process.</p>	
<p>33. Youth Club</p> <p><i>To receive and consider an update from Cllr Jones on the potential imminent closure of Wing's Youth Club</i></p> <p>Councillor Jones reported that there had been a response from the School Governors to Bucks CC. indicating that they would consider signing an underlease.</p> <p>The next meeting will be the 30th June.</p> <p>Other enquiries are ongoing regarding the appropriate management for running the Youth Club</p> <p>There is no decision to be made at this stage.</p>	
<p>34. Tree Works</p> <p><i>To consider quotes received from tree surgeons to carry out the work on trees recommended in the recent tree risk assessment report.</i></p> <p>The Chairman proposed this item be deferred to the next ordinary meeting. This was agreed.</p>	<p>Deferred</p>
<p>35. Jubilee Green Play Equipment</p> <p><i>To consider quotes received to carry out specialist repairs on the play equipment at Jubilee Green, highlighted in the recent Wickstead report.</i></p> <p>The Chairman proposed this item be deferred to the next ordinary meeting. This was agreed.</p>	<p>Deferred</p>
<p>36. Weeds in the Alleyways</p> <p><i>To consider engaging a contractor to spray the alleyways with weed killer.</i></p> <p>Councillor Jones proposed that the Council ask Ivor to treat the weeds around the village and alleyways in particular. This was seconded and carried unanimously.</p>	<p>Resolved</p>
<p>37. Wickstead Quarterly Inspection Report</p> <p><i>To receive and consider the Wickstead play equipment inspection report carried out at Jubilee Green on 2nd May 2019.</i></p> <p>The Chairman proposed this item be deferred to the next ordinary meeting. This was agreed.</p>	<p>Deferred</p>
<p>38. BMKALC Membership</p> <p><i>To consider renewal of the annual membership to BMKALC for 2019/20.</i></p> <p>Councillor Hellgren-Derry proposed renewal of this subscription. This was seconded and carried unanimously.</p>	<p>Resolved</p>
<p>39. Appoint a Solicitor for the Taylor Wimpey Land Conveyancing</p> <p><i>To appoint a solicitor to carry out the land conveyancing for the Taylor Wimpey site.</i></p> <p>Councillor Lomas proposed that Horwood and James be appointed. This was seconded and carried unanimously.</p>	<p>Resolved</p>
<p>40. Internal Audit</p> <p><i>To review the Internal Auditor's report.</i></p> <p>The Chairman proposed this item be deferred to next meeting. This was agreed.</p>	<p>Deferred</p>

<p>41. Year-End Accounts <i>Consider the year-end accounts for 2018/2019 and a recommendation from the Finance, HR and Legal Committee to changes in the ring-fenced reserves.</i> Councillor Jones proposed acceptance of the recommendations. This was seconded and carried unanimously.</p>	Resolved
<p>42. Annual Governance Statement <i>To review and approve the Annual Governance Statement 2018/19 as part of the Annual Return for the year ended 31st March 2019.</i> Councillor Hellgren-Derry proposed approval of the Annual Governance Statement. This was seconded and carried unanimously.</p>	Resolved
<p>43. Annual Accounting Statement <i>To review and approve the Accounting Statements 2018/19 as part of the Annual Return for the year ended 31st March 2019.</i> Councillor Lomas proposed approval of the Annual Accounting Statement. . This was seconded and carried unanimously.</p>	Resolved
<p>44. Accounts Balances and Payments <i>To receive the bank reconciliations, account balances and approve the list of payments for May.</i> The RFO read out the details of the bank reconciliations, account balances and list of payments due for May. Councillor Lomas proposed acceptance. This was seconded and carried unanimously.</p>	Resolved
<p>45. Training <i>To consider upcoming training courses for Councillors and Clerks.</i> Councillors were invited to request registration for any of the courses in which they were interested via the Clerks.</p>	
<p>46. Date of Next Meeting Parish Council Meeting – Tuesday 25th June 2019 at 8pm Wing Village Hall</p>	

Note: Wording in italics is from the Agenda for the meeting and is included for clarity of the business transacted.

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