

Wing Parish Council

MINUTES

of the meeting of Wing Parish Council held on Tuesday 27th July 2021 in the Small Hall, Wing Village Hall.

Councillors Present: David Kellner (Chairman), John Lomas, Louise Tabiner-Crush, Liz Tring, Phil Cronshaw, Jo Mortain-Cogar, Andy Hill, Sheryl Allmark, Sanchia Davidson and Helen Sunday

Public present: 2

County Councillors: None

Clerks: John Furniss, Deputy. Claire Power on annual leave.

Minutes: John Furniss

Start time: 8 pm

All item prefixed 2107.

1 Chairman's Welcoming Statement

The Chairman welcomed everyone to the meeting

2 Apologies for Absence

To receive apologies for absence from Members.

All Members present. No apologies.

Councillor Cooper (Buckinghamshire Council) sent his apologies as he was on leave.

3 Declaration of Interests from Members on Agenda Items

To receive declarations of personal and/or prejudicial interests from Members in matters on the Agenda.

Councillor Kellner – Recreation Ground

Councillor Tabiner- Crush – Recreation Ground

Councillor Tring– Recreation Ground

Councillor Lomas – Recreation Ground

Councillor Cronshaw – Recreation Ground

Councillor Mortain- Cogar – Recreation Ground

Councillor Hill – Recreation Ground

Councillor Allmark – Recreation Ground

Councillor Davidson – Recreation Ground

Councillor Sunday– Recreation Ground

4 Dispensations

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).

The Deputy Clerk confirmed that all Members hold dispensations to speak and vote on Recreation Ground matters which remain valid until the next election.

5 Public Participation

A member of the public requested permission from the Council for residents of Leighton Road to erect a traffic mirror on the Recreation Ground to assist with visibility when emerging from their driveways. They had initially approached Transport for Bucks and had been directed to make the enquiry to the Parish Council.

The Chairman advised that this would require further investigation and requested that this should be added to the agenda for the next meeting.

6 Unitary Councillor's Reports

To receive reports from Councillor Blamires, Councillor Bond and Councillor Cooper.

There were no Unitary Councillors present.

The minutes were approved for signature as an accurate record of the proceedings at the meeting of Wing Parish Council held on Tuesday 17th August 2021 by resolution of the Council.

7 Clerks' Report

To receive a report from the Clerks on updates and activity on items since the last report and discuss any action required, these items will include, but not limited to the following:

Clerk

- Transfer of the Youth Club lease to the Parish Council
- New Accessibility compliant website
- Meadow Way play park maintenance
- Land Transfer Agreement – Taylor Wimpey – The Woodlands
- Correspondence received via email and phone calls

The Deputy Clerk read the report from the Clerk which is included in full as Appendix 1 to these minutes

Deputy Clerk

- Street lighting faults and claims.
- Overgrowing Hedges – Moorhills Road/ Moorlands Junction and William Bandy Close/Woodman Close
- Land Transfer Agreement – Martin Grant Homes - Bewick Green
- Enquiries from the website, Facebook and phone calls.

The Deputy Clerk read his report which is included in full as Appendix 2 to these minutes.

8 Parish Reports

To receive reports and recommendations from Working Parties, Advisory Groups and Councillors on activities since the last meeting and to determine the next required reporting date.

1) Road Safety/Speedwatch

Nothing to report.

2) Church Street Traffic Issues

Councillor Davidson reported that there had been a meeting with the Schools and Buckinghamshire Councillors to explore possible solutions. Buckinghamshire Council have been asked to put forward solutions that would be supported.

3) Public Open Space, including Long Spinney.

Nothing to report.

4) Environment

Councillor Tabiner- Crush reported that strimming had been carried out in the High Street and Stewkley Road.

5) Pump Track

Councillor Tring advised that there was to be a meeting on the 28th July to explore options. This will be considered as an item on the September Agenda.

6) Bin on the High Street, Wing

Councillor Kellner reported that he had received a phone call from the owner of the Londis Shop in the High Street who had concerns regarding deliveries and enquiring whether the white lines near the bin could be reinstated. He had referred the request to the Clerk. Councillor Tabiner- Crush will report the defective white lines via Fix My Street.

7) Commemorative Bench

Councillor Tabiner- Crush reported that the Community Board criteria had been changed and the current application is on hold for the next meeting.

8) Other Councillor reports

Councillor Kellner reported that Councillors Tring, Davidson and himself had met with contractors on site regarding the fence along the boundary of the Recreation ground.

Quotes had been received from one contractor for three different approaches:

Changing the posts, a 6-foot replacement fence and a higher, slotted fence

He will be seeking further comparison quotes from alternative contractors for consideration at the September meeting.

Councillor Mortain- Cogar reported that the estimated cost of a replacement fence using recycled plastic material would be in the region of £9500.

Councillor Sunday reported on proceedings at the Parish Liaison Meeting that she had attended with Councillor Tring stressing the importance of avoiding the term “approval” in responses to consultations and objecting to every application which was felt to be unsuitable. Councillor Cooper is now Head of Wellbeing and Councillor Bond is now Chairman of the Community Board.

Councillor Kellner reported that he was considering setting up a working party for hedge/verge cutting. Other members raised concerns about the Health and safety implications and permissions required from Transport for Bucks for working on the Highways. The insurance arrangements were also questioned.

9 Previous Minutes

9.1 To resolve that the minutes of the Parish Council meeting held on 29th June 2021 be signed as a correct record of proceedings.

RESOLVED. The Council resolved to approve the circulated minutes as an accurate record of the proceedings of the Parish Council meeting held on 29th June 2021

9.2 To receive the approved minutes of the Finance, HR and Legal Committee meeting held on Wednesday 14th April.

The members confirmed receipt of the approved minutes of the Finance, HR and Legal Committee meeting held on Wednesday 14th April.

10 Planning Applications

To consider submitting a consultee comment for the following planning applications

10.1 21/02532/APP – 10 Moorhills Crescent, Wing
Dwelling

RESOLVED. The Council resolved that Councillors Sunday and Davidson should prepare the reasons in support of the Council OBJECTION to this application.

10.2 21/02803/APP – The Bungalow, Mount Pleasant Farm, High Street, Burcott
Change of use from Agricultural use to C3 Residential – 79/01944/AV refers.

RESOLVED. The Council resolved that Councillors Sunday and Davidson should prepare the reasons in support of the Council OBJECTION to this application.

11 Recreation Ground Project

11.1 To receive an update on the projects progress. To include information on the resurfacing of the football pitch work and information on the working party meeting held on Thursday 24th June.

Councillors Cronshaw and Hill updated the Council on the Working Party activities. The extension of the availability of the New Homes Bonus (NHB) Funding had been granted. The application made to the FCC for additional funding has been granted. A meeting had been arranged with the NHB for the 11th August to explore whether any flexibility in the new pavilion design was possible.

11.2 To consider any actions required at this stage.

The Deputy Clerk was requested to see if a meeting could be arranged earlier than the 11th August with the Councillors to progress any aspects of the project.

The tender advert has expired. Retendering of the MUGA and the Pavilion may be required.

Councillor Sunday requested a sight of the MUGA specification.

12 Mental Health / Well Being - Social Prescribing

To consider the outline ideas for Social Prescribing within the parish and ways the Parish Council can work with the Church and other groups on the project. Councillor Hill provided a report on the activities of the Social Prescribing Initiative being led by the Reverend Howard.

RESOLVED. The Council resolved to support the Social Prescribing Initiative and to consider financial support if required

13 Wing War Memorial

To consider the condition of the War Memorial and if a routine inspection needs to be carried out by a professional.

Councillor Tring reported that there are two inspections being arranged. This item to be added to the September Agenda.

14 Long Spinney Usage Permission

To consider a request by Flux Photography for permission to hold a couple of outdoor summer mini photoshoot sessions at Long Spinney.

RESOLVED. The Council resolved to respond that “The Council raises no objection to you conducting the sessions on the 7th and 14th August 2020 entirely at your own risk. The Council cannot accept any liability associated with your activities.

Please can you contact the Council prior to advertising or arranging any future sessions.”

15 Platinum Jubilee Celebrations

To consider an event on Jubilee Green to celebrate the Platinum Jubilee and ancillary support.

RESOLVED. The Council resolved to support such an event.

Councillor Lomas will make enquiries to ascertain approximate costs to enable the Council to budget for this in the next financial year.

16 Treeworks

16.1 To receive the tree inspection report and consider quotes received.

RESOLVED. The Council resolved to defer consideration of quotes for the required work to the August meeting. The Clerks to arrange a meeting with Nick Ellis to obtain guidance and advice upon the best practice for reduction of the canopies of the trees with branches which overhand the tennis courts.

16.2 To consider response to Martin Grant relating to the trees on Bewick Green.

RESOLVED. The Council resolved the draft response circulated for consideration by the Council should be amended to include wording to the effect of “The Council considers that Martin Grant Homes remain under an obligation to replace the dead trees in accordance with the Landscape and Ecology Maintenance Plan agreed as part of the planning process.”

RESOLVED. The Council resolved that the draft response circulated for consideration so amended was approved and should be issued to Martin Grant Homes.

[NB. At the end of item 16 the Chairman observed that the meeting had been running for 2 hours and offered a break to the members. The members opted to continue without a break]

17 What's On In Wing

To consider making a donation to What's On In Wing towards the ongoing publication costs.

RESOLVED. The Council resolved to make a donation of £150 to What's On In Wing towards the ongoing publication costs.

18 Communications

To consider a recommendation from the Communications Working Party to set up an Instagram account.

RESOLVED. The Council resolved that Councillor Davidson assisted by Councillor Allmark would set up an Instagram account for the Council as recommended by the Communications Working Party.

19 Wing Airfield Memorial

To consider action regarding the New War Memorial on Wing Airfield in response to correspondence received.

RESOLVED. The Council resolved that Councillor Kellner would prepare a response on behalf of the Council.

20 Council Structure

To review the Council Structure:

20.1 Committees

20.2 Working Parties

This item was **DEFERRED** for consideration at the September meeting.

The minutes were approved for signature as an accurate record of the proceedings at the meeting of Wing Parish Council held on Tuesday 17th August 2021 by resolution of the Council.

21 Scheme of Delegation

To review a drafted Scheme of Delegation which includes delegation of authority arrangements (for Committees, and Local Authorities) and Terms of References (for Committees, Working Parties, Local Authorities and Standard Templates (for Committees, Sub-Committees and Working Parties)).

This item was **DEFERRED** for consideration at the September meeting.

22 Appointment of Members

To consider the appointment of members to:

- 22.1 Committees
- 22.2 Working Parties
- 22.3 Local Authorities

This item was **DEFERRED** for consideration at the September meeting.

23 Council Policies

To receive recommendations following a review of the Council's policies, including but not limited to:

- 23.1 Complaints Procedure
- 23.2 Freedom of Information and Data Protection
- 23.3 Dealing with Press/Media
- 23.4 Employment
- 23.5 Other

This item was **DEFERRED** for consideration at the September meeting.

Councillor Hill will circulate a recommended disclaimer for use on members personal Facebook accounts.

24 Standing Orders

To consider recommendations contained within the report received from the Finance, HR and Legal Committee following the review of the Standing orders at the meeting held on the 15th July.

RESOLVED. The Council resolved to accept the amendments to the Council Standing Orders as recommended within the report received from the Finance, HR and Legal Committee following the review of the Standing orders at the meeting held on the 15th July.

25 Quarter 1 2021-22 Actual Spend versus Budget

To review the quarter 1 2021-22 actual spend versus budget report and consider recommendations on budget adjustments from the Finance, HR and Legal Committee.

The Council acknowledged receipt of the quarter 1 2021-22 actual spend versus budget report.

RESOLVED. The Council resolved to accept the recommendations on budget adjustments from the Finance, HR and Legal Committee

26 Financial Reports and Payments

- 26.1 To approve a payment for the Deputy Clerk's membership to SLCC.

RESOLVED. The Council resolved approval of payment for the Deputy Clerk's membership to SLCC.

- 26.2 To receive and authorise the list of payment transactions for July.

RESOLVED. The Council authorised the list of payment transactions for July. Included as Appendix 3 to these minutes.

27 Co-Option for Parish Councillor Vacancies

To consider applications received for the Parish Councillor vacancy following the May 2021 elections.

No applications were received.

28 Date of Next Meeting

Tuesday 17th August 2021 at 8pm in the Small Hall, Wing Village Hall.

Meeting Closed: 10.52pm

Approved by resolution to be a true record of the meeting of the Wing Parish Council on 27th July 2021.

Signed:

Date:

Minute Ref:

The minutes were approved for signature as an accurate record of the proceedings at the meeting of Wing Parish Council held on Tuesday 17th August 2021 by resolution of the Council.

- Transfer of the Youth Club lease to the Parish Council
Our solicitor has been in touch to say she's asked the current Tenant's solicitor for the title documents so that she can review the draft documentation in full and report to the Council on the same. She has reviewed and amended the licence to assign document, and this is currently with the current Tenant's solicitor for their review and approval.
- New Accessibility compliant website
The new pages are being populated and the data is being checked. The rollout data for the new website is expected to be in September.
- Meadow Way play park maintenance
RDS carried out another cut of the Meadow Way play area on the 21st July and another is scheduled for another in a couple of weeks.
- Land Transfer Agreement – Taylor Wimpey – The Woodlands
This has been chased by both us and Taylor Wimpey's solicitors. Our solicitor has come back and requested the documentation is double checked. This can be an agenda item for August so they can be discussed.
- The Clerk and Deputy Clerk had a meeting with the Clerks from Wingrave and Rowsham Parish Council, Buckinghamshire Council Councillor Peter Cooper and the Local Area Technician from Transport for Buckinghamshire. The meeting was set up to discuss looking at ways to try and make it easier for enquiries to be followed up and for ways to have a better way of knowing if and when work is to be carried out. It was agreed to pilot a new system to see if it works.
- Correspondence received via email and phone calls
A resident called regarding the water leak in Littleworth by Wantage Crescent.
They were thanked for getting in touch and informed the leak has been reported to the Water Company.

A resident emailed to express their concern that the election of the Chairman during the May Annual Parish Council meeting may not have followed the correct process.
They were thanked for their query but told that the Standing Orders had been followed during the Chairman election process.

A resident emailed to report a couple of the bins had not been emptied.
The bins were reported to Buckinghamshire Council as all the bins in the parish had been missed.

BMKALC – Various training emails have been circulated, including the Annual conference and AGM information

NALC – Various training emails and editorial emails have been circulated.

- **Street lighting faults and claims.**

1. o/s 13 Leighton Road - awaiting date.
2. o/s 39 Leighton Road awaiting clarification on quotation.
3. o/s 19/21 Moorhills Road- Awaiting reconnection date.
4. Moorhills/Moorlands/ Moorlands Road junction.

Further action on 1,2, 3 and 4 is provisionally being held over until after 9th August as this may have a bearing on how the outstanding ones at that time are followed up. are followed up.

5. o/s 44 Dormer Avenue. Contacted by the maintenance company. UKPN have responded that an additional form must be completed, which has been referred to us. This is currently outstanding but will be completed by the end of next week.

- **Overgrowing Hedges – Moorhills Road/ Moorlands Junction and William Bandy Close/Woodman Close**

VAHT have responded and requested further information. This should be provided to them by the end of next week.

- **Land Transfer Agreement – Martin Grant Homes - Bewick Green**

This will be touched upon under the trees item.

- 28.1** Additionally, an e mail has now been received which includes letters sent to the residents stating that Martin Grant Homes Ltd erected the fence at the start of the development period to make the site and **their** property secure during the construction process. The fence was erected abutting **their** existing boundary and the fence will be left in-situ. However, Martin Grant Homes accept no liability for any future maintenance or replacement work to the fence. Any requirements in this respect will be the adjacent property owners' responsibility as the fence protects the property boundary. There is no obligation on the adjacent property owner to carry out any maintenance or replacement works in the future. Any works of this nature will be entirely at the property owners' discretion.

- **Enquiries from the website, Facebook and phone calls.**

E mails:

1. Advertising in newsletter – details of What's On In Wing provided.
2. Community support Group – given details of the Church/Well- being group.
3. Flooding on the football field – report followed by photos. These will be circulated.
4. RAF Memorial on the Wing Airfield – circulated and on the Agenda for a response.
5. Stewkley Road Hedges overgrowing footpath. Initially reported by residents as belonging to houses on Redwood Close. Indications now are that they are recorded in Parish records as Highways, but they have responded to Councillor Tabiner- Crush that the ownership is undetermined. They are due to do the cutting.
6. Waterpipe survey – publicised on the website/facebook.
7. Circus – circulated this evening. To be responded to.
8. Request for permission to erect a traffic mirror on the Recreation Ground by residents of Leighton Road. – They were invited to the meeting.

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT JULY 21				
Payee	Description	Pay't Method	Amount (£)	VAT (£)
E.On	Electricity - Streetlights - Jul 21 Inv	DD	£ 408.11	£ 68.02
Salaries	Litter Collection July, Clerk Salary & Exps July, Deputy Clerk Salary and Exps July and NEST Contributions	electronic	£ 3,318.54	
HMRC	PAYE - July	electronic	£ 821.48	
Wing Village Hall Trust	Office Rent - August - Inv 105265	electronic	£ 375.00	
BMKALC	3x Councillor Training Course - 22.06.21	electronic	£ 114.00	
Goldleaf	Monthly Groundcare Maintenance - Inv 11650	SO	£ 288.96	£ 48.16
Goldleaf	Monthly Groundcare Maintenance - Inv 11743	SO	£ 288.96	£ 48.16
Liz Tring	Laminating Pouches	electronic	£ 8.00	
Joanna Craig	Website Hosting - July - Inv 4273	SO	£ 19.00	
Patrick Stileman	Inspection of Trees and Tree Risk Assessment Report	electronic	£ 3,384.00	£ 564.00
Rob Sawyer	Meadow Way Play Area - Grass Cutting and strimming, weed flower beds and spray off paths - 21.07.21	electronic	£ 120.00	
			£ 9,146.05	

Deputy Clerk

27th July 2021.