

Wing Parish Council

Agenda

Parish Councillors: David Kellner, John Lomas, Louise Tabiner-Crush, Liz Tring, Phil Cronshaw, Jo Mortain-Cogar, Sanchia Davidson and Helen Sunday

You are hereby summoned to the Wing Parish Council meeting being held on Tuesday 28th June 2022 commencing at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Claire Power

Claire Power
Clerk of the Parish Council

Dated 22nd June 2022

The Press and Public are welcome to attend the meeting.

During the public participation time, members of the public may ask questions or make comments upon items on the Agenda at the invitation of the Chairman. Please raise your hand to indicate you would like to speak. There is no public participation during the rest of the meeting, unless invited to speak by the Chairman. (For further information please refer to the Wing Parish Council Public Participation Policy.)

Business To Be Transacted At The Meeting

1 Chairman's Welcoming Statement

2 Governance

- 2.1 Apologies for Absence
To receive apologies for absence from Members.
- 2.2 Declaration of Interests from Members on Agenda Items
To receive declarations of personal and/or prejudicial interests from Members in matters on the Agenda.
- 2.3 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).

3 Public Participation

Public participation will be permitted for a period of 15 Minutes in accordance with the Wing Parish Council Public Participation Policy.

4 Parish Reports

- 4.1 Unitary Councillor's Reports
To receive reports from Councillor Blamires, Councillor Bond and Councillor Cooper.
- 4.2 Parish Reports
To receive reports and recommendations from Committees and Councillors on activities since the last meeting.
- 4.3 Clerks' Report
To receive a report from the Clerks with updates on activities since the last reports.

5 Previous Minutes

- 5.1 To resolve that the minutes of the Parish Council meeting held on 31st May 2022 be signed as a correct record of proceedings.
- 5.2 To resolve that the minutes of the last Communications Committee meeting held on 19th April 2022 be signed as a correct record of proceedings. (To be voted on only by former Committee members)
- 5.3 To resolve that the minutes of the last Road Safety and Speed Watch Committee meeting held on 17th March 2022 be signed as a correct record of proceedings. (To be voted on only by former Committee members).

6 Planning Applications

- 6.1 To consider submitting a consultee comment for the following planning applications:
 - 6.1.1 22/01820/APP – 5 Sirett Close, Wing
Householder application for car port conversion and single storey front/side extension.
 - 6.1.2 22/01954/ATN – Leighton Road Street Works, Leighton Road, Wing
Proposed 5G telecom installation: H3G Phase 8 15m high street pole c/w wrap-around cabinet 3 further additional equipment cabinets.
 - 6.1.3 22/01810/ALB – 45 Church Street, Wing
Listed building application for single storey rear extension.
 - 6.1.4 22/01973/APP – Wellington Farm, Stewkley Road, Wing
Demolition of two existing dwellings and erection of two replacement dwellings.
 - 6.1.5 22/01808/APP – 45 Church Street, Wing
Householder application for single storey rear extension.
- 6.2 To receive an update on the consultee comment submitted for planning application 22/01637/APP - Dove Lounge, 10 Aylesbury Road, Wing and consider whether to ask the Unitary Councillors to 'call in' the application for the decision to be made by Committee.

7 Dementia Friendly Council Survey

To consider responding to the NALC Dementia Friendly Council Survey.

8 Tree and Vegetation Work

- 8.1 To consider cutting the tree and vegetation opposite the last house on the Warwick drive side of the boundary with Jubilee Green.
- 8.2 To consider adoption of responsibility for maintenance of the small triangle of hedging outside 45 Moorhills Road and 74 Moorlands.

9 Recreation Ground Improvements Project

- 9.1 To receive an update on the projects progress
- 9.2 To consider any actions required at this stage, to include
 - 9.2.1 To consider the evaluation report for the MUGA and floodlighting tenders.
 - 9.2.2 To consider retention of the fence around the football pitch area.
 - 9.2.3 To consider quotes received for the repair or replacement of the boundary fence of the recreation ground with the A418.
 - 9.2.4 To consider arrangements for the maintenance of the football pitch.

10 Upgrade of Council's IT and Record System

To consider the appointment of an IT Consultant company to manage the Council's IT requirements and upgrade of the Microsoft 365 subscription for the purposes of improving security and accessibility of information handling and communications within the Council.

11 Speed Reduction

- 11.1 To consider the quotes received for the purchase of poles for the Speed Indicative Devices.
- 11.2 To consider speed surveys and speed limit assessments for outside Mill Cottages and Ascott.
- 11.3 To consider an increase to the funding for the Church Street and High Street speed limit reduction for the speed surveys.

12 Land Transfer Agreements

- 12.1 To receive an update on the progress of the land transfer agreements for Bewick Green and The Woodlands.
- 12.2 To consider the final legal costs for the land transfer agreements and using the 'legal fees' reserves to settle the balances.

13 Internal Audit

To review the internal audit report.

14 Annual Governance Statement

To review and approve the Annual Governance Statement 2021/22 as part of the Annual Return for the year ended 31st March 2022.

15 Annual Accounting Statement

To review and approve the Annual Accounting Statement 2021/22 as part of the Annual Return for the year ended 31st March 2022.

16 Financial Guidelines Amendment

To consider a drafted amendment to item 4.1 as follows:

To amend the second bullet point of 4.1 to read 'a duly delegated Committee of the Council or, the Clerk, in conjunction with the Chairman and three other Councillors if the expenditure is outside of a duly delegated Committee of the Council, for any items over £1,000'.

17 Schedule for Review

To consider adopting the draft schedule for the review of the following items:

- Standing Orders
- Financial Regulations
- Review of Arrangements with
 - Other Local Authorities – None at present
 - Not-For-Profit Bodies
 - Businesses
- Review of inventory of land and other assets including buildings and office equipment (Asset Register)
- Insurance Arrangements
- Council Policies
 - Complaints Procedure
 - Freedom of Information and Data Protection
 - Dealing with Press/Media
 - Employment
 - Other
- Council's Expenditure incurred under s.137 of the Local Government Act 1972
- Risk Schedule

18 Terms of Reference

To review the terms of reference of:

- 18.1 Youth Parish Council
- 18.2 Communications Working Party
- 18.3 Road Safety and Speedwatch Working Party
- 18.4 Neighbourhood Plan Review Working Party

19 Appointment of Members

To consider the appointment of members:

- 19.1 To appoint a Chairman for the Finance, HR and Legal Committee
- 19.2 To appoint a Chairman for the Environment and Planning Committee
- 19.3 To appoint members to the Neighbourhood Plan Review Working Party

20 New Committees

To consider the appointment of new Committees in accordance with Standing Order 4.

21 Meeting Dates

- 21.1 To determine the time and place of the Annual Parish Meeting.

22 Council Representatives on Local Bodies

To review the Council representation on and work with external bodies and arrangements for reporting back to the Council, to include but not limited to:

- 22.1 Buckinghamshire and Milton Keynes Association of Local Councils
- 22.2 Buckinghamshire Council Liaison
- 22.3 Wing and Ivinghoe Community Board
- 22.4 North Buckinghamshire Parishes Planning Consortium
- 22.5 Wing Village Hall Trust
- 22.6 Dormer Hospital Trust

23 Code of Conduct

To consider adopting a new Code of Conduct as adopted by Buckinghamshire Council.

24 Account Balances and Payments

- 24.1 To receive the bank reconciliation for May.
- 24.2 To receive a list of payments made for the Jubilee Celebrations and internal bank transfers.
- 24.3 To receive and authorise the list of payment transactions for June.
- 24.4 To receive and authorise a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation for the 2022-23 financial year (Financial Regulations 5.6).
- 24.5 To approve the amendment of the standing order for Goldleaf Groundcare to reflect the small price increase and to move the standing order from HSBC current account to the Unity Trust current account.

25 Co-Option for Parish Councillor Vacancies

To consider applications received for the current Parish Councillor vacancies.

26 Employment Matters

To appoint two Councillors to carry out the Clerk and Deputy Clerk's appraisals.

27 Date of Next Meeting

Tuesday 26th July 22 at 8pm in the Small Hall, Wing Village Hall, Wing.