

Wing Parish Council

Minutes of the Wing Parish Council meeting held on Tuesday 25th October 2022 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Parish Councillors present: David Kellner, Louise Tabiner-Crush, Liz Tring, Phil Cronshaw and Helen Sunday
Buckinghamshire Councillors: Peter Cooper and Ashley Bond
Officers: Claire Power, Clerk and RFO
Public: 0
Minutes: Claire Power

1 Chairman's Welcoming Statement

Councillor Kellner thanked Councillors Sunday, Cronshaw and Davidson for their hard work on the Recreation Ground Improvements Project.

2 Governance

2.1 Apologies for Absence

To receive apologies for absence from Members.

Resolved: To accept apologies from Councillor Lomas (Personal).

Resolved: To accept apologies from Councillor Davidson (Personal).

Note: The Clerk confirmed that the Council had accepted apologies from Councillor Mortain-Cogar for 6 months at the September meeting. This was the 2nd month of the accepted apologies.

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.

Councillor Tabiner-Crush declared a prejudicial interest in the Recreation Ground.

Councillor Tring declared a prejudicial interest in the Recreation Ground.

Councillor Cronshaw declared a prejudicial interest in the Recreation Ground.

Councillor Sunday declared a prejudicial interest in the Recreation Ground.

Councillor Kellner declared a prejudicial interest in the Recreation Ground.

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).

The Clerk confirmed that all Councillors present had been granted dispensations to speak and vote on Recreation Ground matters which would persist until the next election of the Council due in 2025.

3 Public Participation

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

There were no members of the public present.

4 Parish Reports

4.1 Unitary Councillor Reports

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

Councillor Bond gave a report on the Lockharts Farm Planning Appeal and confirmed the hedge work has been carried out.

Councillor Cooper confirmed the grass cutting of the churchyard had been carried out.

4.2 Committee Reports

4.2.1 Finance, HR and Legal Committee

To receive the approved minutes of the meeting held on 14th July 2022.

Councillors confirmed receipt of the approved Finance, HR and Legal Committee minutes of the meeting held on the 14th July 2022.

To receive the drafted minutes of the meeting held on 11th October 2022.

Councillors confirmed receipt of the drafted Finance, HR and Legal Committee minutes of the meeting held on the 11th October 2022.

4.2.2 Environment and Planning Committee

To receive the approved minutes of the meeting held on 12th July 2022.

Councillors confirmed receipt of the approved Environment and Planning Committee minutes of the meeting held on the 12th July 2022.

To receive the drafted minutes of the meeting held on 18th October.

The Clerk confirmed the drafted minutes had not been circulated prior to the meeting and would be circulated within a week.

4.3 Representatives on Outside Bodies Reports

- 4.3.1 To receive a report from Councillors Tring and Tabiner-Crush on the Wing and Ivinghoe Community Board meeting attended on Thursday 13th October 2022.

The report received from Councillors Tring and Tabiner-Crush following their attendance at the Wing and Ivinghoe Community Board meeting held on Thursday 13th October was noted.

4.4 Clerk Reports

To receive a report from the Clerks regarding an update on actions from previous meetings and activities since the last Full Council meeting.

The Clerk gave a report on activities since the previous meeting. (Appendix A).

5 Previous Minutes

- 5.1 To resolve that the minutes of the Parish Council meeting held on 27th September 2022 be signed as a correct record of proceedings.

Resolved: To amend the drafted minutes of the Parish Council meeting held on Tuesday 27th September as follows

- a) Item 1 – change the word ‘to’ to ‘following’
- b) Appendix B – add in ‘Long Spinney’ in front of bridges
- c) Appendix D, under Wider Project – correct the word ‘pots’ to ‘posts’

Resolved: That the amended minutes of the Parish Council meeting held on 27th September 2022 be signed as a correct record of proceedings.

6 Planning Applications

To consider submitting a consultee comment for the following planning applications:

- 6.1 22/03325/APP – Faccenda Foods Wellington Farm Stewkley Road Wing Buckinghamshire LU7 0LD
Change of use of former concrete runway to outdoor.

Resolved: To offer No Objection to this application.

- 6.2 22/03340/APP – 2 Rothschild Road, Wing
Householder application for demolition of existing single storey rear extension and erection of single storey rear extension.

Resolved: To offer No Objection to this application.

- 6.3 22/03353/APP – 5 Leighton Road, Wing
Householder application for single storey side extension

Resolved: To offer No Objection to this application.

- 6.4 22/03409/APP – 15 George Street, Wing
Householder application for proposed demolition of outbuilding. Erection of single storey rear extension.

Resolved: To offer No Objection to this application.

- 6.5 22/03418/APP – Glebe Farmhouse, Stewkley Road, Wing
Proposed new farmyard vehicular access

Resolved: To offer No Objection to this application.

- 6.6 APP/P0430/W/22/3300155 – Lockharts Farm Waste Recycling Facility, Wing Road, Cublington
Appeal against the refusal decision of planning application CM/0066/20.

Resolved: To submit additional comments on the effect on amenities and residents, including photos of the traffic issues on Stewkley Road and comments on lorries/cars mounting the pavements.

7 Recreation Ground Improvements Project

To consider any actions required at this stage, to include

- 7.1 To consider granting delegated authority to Councillors Cronshaw, Davidson and Sunday (where decision making must be made by two of them) for the following:
- To make project management decisions on issues arising during the recreation ground improvements project that do not involve an increase on the financial impact on the project of more than £500.

Resolved: To delegated authority to the Clerk in conjunction with two of Councillors Cronshaw, Davidson and Sunday, to make project management decisions with a contingency funds of £10,000 from the running costs reserves.

- 7.2 To approve the drafted press release regarding the improvements project and FCC's involvement.

The drafted press release was discussed, and an amendment was made to use the exact amount of the funding rather than a rounding figure.

Resolved: To approve the amended press release regarding the recreation ground improvements project and FCC's involvement.

- 7.3 To approve the cost of additional works required for the recreation ground improvements project and approve the use of reserves to cover the difference between the allocated budget and the proposed revised budget.

Resolved: To approve an increase in the recreation ground improvements project budget of £49,543 by reallocating funds from a VAT refund from 2020 and 2021 of £24,770, Jubilee Green Reserves of £11,000 and Neighbourhood Plan Reserves of £13,773.

Resolved: To approve additional costs up to a value of £60,877.

Approved for signature
[Minute ref:2211.5.1]

8 Wing Youth Club

To consider not proceeding with the transfer of the Youth Club over to Wing Parish Council.

Resolved: Not to proceed with the transfer of the Youth Club over to the Parish Council.

9 Scheduled Policies Review

To adopt the recommendations received from the Clerk following the annual review of

a) Code of Practice for Handling Complaints

b) Equality and Diversity Policy

c) Health and Safety Policy

d) GDPR Policies.

The Clerk provided a report following a review of the Code of Practice for Handling Complaints Policy, Equality and Diversity Policy, Health and Safety Policies and the GDPR Policies.

Resolved: To accept the recommendations from the Clerk's report as follows:

- The Clerk is to draft an updated Code of Practice for Handling Complaints policy for review and adoption by the Council at the November meeting.
- The Clerk is to draft a Grievance and Disciplinary Policy for review and adoption by the Council at the November meeting.
- The Clerk is to draft an updated Equality and Diversity policy for review and adoption by the Council at the November meeting.
- The Clerk is to draft a Dignity at Work / Bullying and Harassment Policy for review and adoption by the Council at the November meeting.
- To keep the current Health and Safety Policy as it is with the next review to take place in October 2023.
- The Clerk is to draft an updated Publication Scheme and Retention and Disposal of Records and Documents policy for review and adoption by the Council at the November meeting.
- The Clerk is to draft any missing policies required to comply with GDPR legislation for review and adoption by the Council at the November meeting.

10 Local Government Boundary Commission Consultation

To consider submitting a response to the Local Government Boundary Commission Consultation on draft recommendations for a new pattern of wards in Buckinghamshire Council. Deadline for submission - 5th December 22.

Resolved: To defer this item to the November meeting.

11 Quarter 2 2022-23 Actual Spend versus Budget

To review the quarter 2 2022-23 actual spend versus budget report and consider recommendations on budget adjustments from the Finance, HR and Legal Committee.

Resolved: To accept the recommendation from the Finance, HR and Legal Committee to make no changes to the current 2022-23 budget.

12 External Auditor Appointment

To consider whether to opt out of the SAAA Scheme of appointing an external auditor and for the Council to appoint its own external auditor.

Resolved: To remain opted in to the SAAA Scheme of appointing an external auditor for the Council.

13 Account Balances and Payments

13.1 *To receive the bank reconciliation for September.*

Councillors noted the bank reconciliation for September had been received and no questions were asked.

13.2 *To approve an increase in the standing order for Joanna Craig from £19.00 a month to £19.50 a month due to an increase in the SSL Licence.*

Resolved: To approve the increase in the direct debit for Joanna Craig to £19.50 a month due to the increase in the SSL licence.

13.3 *To receive and authorise the list of payment transactions for October.*

Resolved: To authorise the received list of payments for October.

14 Co-Option for Parish Councillor Vacancies

To consider applications received for the current Parish Councillor vacancies.

No applications were received.

15 Date of Next Meeting

Tuesday 29th November 22 at 8pm in the Small Hall, Wing Village Hall, Wing.

Meeting Closed at 9.40pm

Ukraine update

A report was given about how the Ukraine guest are getting on in our area, all is working well. Some have been here for nearly 6 months, some are moving to new places, applying for their own homes, and working. This is paid for by Bucks Council and not the Government.

Helping Hands scheme is working well – Katrina

Highways Contract is still under negotiation, it should be a better system and once agreed will roll down the parish councils. It will have its own call logging system which will replace Fix MY Street.
2023/2024 – there will be a new package for devolved services.

Youth Council – Claire gave a detailed update for Wing Youth Council.

The Wing Youth Council has now had the first meeting and as there has been a large sign up of members it has been split into two groups. Each group elected a Chairman, Vice-Chairman and Clerks. One group is working on a project looking at ways to improve the accessibility of Long Spinney as well as ways to encourage more visitors. One idea is to introduce a trail around the walkway designed for children to explore. The other group is working on a project to grow vegetables on an allotment, harvest them and prepare a meal for older residents of the village. The Youth Council is open to all pupils attending Cottesloe School and the Year 6 pupils at Overstone. The children were involved in shaping the Terms of Reference for the Youth Council before it was approved by Wing Parish Council.

Noted that David Kellner had asked for two representatives from the YC to attend which had not happened. A councillor suggested looking at Kendal Forum for information on their Alphabet wood trail – it has been working well for quite a while.

Dementia Project – Katrina is looking for three, possibly more sites (Ivinghoe area) to offer a Bus Dementia Training course for 36 people in various locations, and the Wing Sports & Social Club has been suggested as one suitable venue. The cost is £3500 for 36 people from the community. There was a lot of interest shown in this by people attending covid vaccinations in the Sports & Social club.

Funding updates - Small Grants up to £1000 can be used to apply for such projects as equipment, transport costs, signs e.g. Wildlife signs around a pond, etc. Lunch club could apply for gifts for birthdays and Christmas. Library could apply for books, and printers etc., and assistance for Warm Places such as buying food, activities and games. These grants cannot be used for heating expenditure.
Could our church apply for funding for refreshments?

Check out the **Bucks online directory** <https://directory.buckinghamshire.gov.uk/> – to register organisations and activities in our local area.

Community matters - Katrina spoke about the Prosperity Fund and Regeneration Team. She spoke about our Wing Market at the Sports & Social club – how to make it more sustainable and advertise it more widely to hopefully get better attendance - possibly Bucks IT to assist with a website. Possibly have two free gazebos for prospective entrepreneurs to 'borrow' as a taster for selling their wares. Noted that the TVP may be in attendance at this week's market.

- Issued car parking permits to residents on Leighton Road so they can access the 14 available parking spaces during the closure of the car park for the recreation groundwork to be carried out.
- Made enquiries to the Unitary Councillors regarding the appeal lodged re Lockharts Farm as no documents are available. Request for enforcement to investigate information received that bulk waste vehicles are being stored onsite over night and moved by 7am in the morning which is believed to be outside of the current permissions.
- Attended a training course working towards CiLCA qualification.
- Circulated the change of date and location for the Wing and Ivinghoe Community Board meeting, now taking place on the 13th October at 7pm in the Main Hall, Cottesloe School, Wing.
- Details of the Wing Village Hall AGM meeting were circulated
- Email received from the Chairman of the NBPPC was circulated regarding 'Comments on Planning Applications'.
- An email from the Police requesting information on local food banks which was responded to.
- Email providing information of the BMKALC Annual Conference being held on 25th October was circulated.
- All Email from Buckinghamshire Council – Town and Parish Council News was circulated
- Enquiry about land for sale around Moorlands which would be the land underneath the road so it doesn't affect the residents or their access.
- The donation for the Poppy Appeal has been agreed in the budget and the wreath has been ordered. The silhouettes have been put up by the village sign The Chairman will lay the wreath during the Remembrance Day.

Accounts for Payment – October 2022

Appendix C

Payee	Description	Pay't Method	Amount (£)	VAT (£)
Salaries	Clerk Salary & Exps, Deputy Clerk Salary and Exps, Litter Collection and NEST - Oct 22	electronic	£ 3,652.76	
HMRC	PAYE - Oct	electronic	£ 783.92	
Wing Hall Trust	Office Rent - November - Inv	SO	£ 375.00	
Joanna Craig	Website Hosting - September 22 - Inv 4894	SO	£ 19.00	
Goldleaf Groundcare	Grounds Maintenance - October - Inv 12675	electronic	£ 297.63	£ 49.60
Goldleaf Groundcare	Autumn Cut of Bewick Green - Inv 12712	electronic	£ 1,800.00	£ 300.00
SSE	Electricity - September	Direct Debit	£ 584.49	£ 81.66
Npower	Electricity - January	Direct Debit	£ 731.34	£ 121.89
Npower	Electricity - February	Direct Debit	£ 632.64	£ 105.44
Npower	Electricity - March	Direct Debit	£ 666.50	£ 111.08
Npower	Electricity - April	Direct Debit	£ 589.25	£ 98.21
Npower	Electricity - May	Direct Debit	£ 571.68	£ 95.28
Npower	Electricity - Mid June - Final Bill	Direct Debit	£ 153.88	£ 25.65
What's On In Wing	Advertising - September 22 - Inv 10262	electronic	£ 18.00	
What's On In Wing	Advertising - October 22 - Inv 10278	electronic	£ 18.00	
BMKALC	HR Training Course - Inv 4082	electronic	£ 100.00	
BMKALC	Budgeting and Financial Management Training - Inv 4081	electronic	£ 70.00	
RDS	Cut, strimming and dweeding of Meadow Way	electronic	£ 120.00	
RBL Poppy Appeal	Donation to the 2022 Poppy Appeal	electronic	£ 125.00	
PKF Littlejohn	External Audit Fee for 2021-22 Audit - Inv SB20222854	electronic	£ 960.00	£ 160.00
Signline Imaging	Print and Supply Car Park Signs x4	electronic	£ 120.00	£ 20.00
David Kellner	Bracket for Jubilee Green Sign	electronic	£ 5.48	
Bob Tring	Oil for the Long Spinney Barrow	electronic	£ 10.49	
Liz Tring	Office Supplies	electronic	£ 6.40	
Royal Mail	Annual PO Box Fee	electronic	£ 378.00	£ 63.00
Louise Tabiner-Crush	Flowers for Planters	electronic	£ 38.95	
			£ 12,828.41	

Payments Made Since Last Meeting - Per Contract

Healthmatic	Contract Payment 5	electronic	£ 190,092.00	£ 31,682.00
Safety Surveys	Asbestos Survey	electronic	£ 594.00	£ 99.00