

Wing Parish Council

Agenda

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

You are hereby summoned to the Wing Parish Council meeting being held on Tuesday 30th May 2023 commencing at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Claire Power

Claire Power
Clerk of the Parish Council
wingparishclerk@gmail.com

Dated 24th May 2023

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 Elect the Chair of the Council

To elect the Chair of the Council and to receive the Chair of the Council's Declaration of Acceptance of Office.

2 Elect the Vice Chair of the Council

To elect the Vice Chair of the Council and to receive the Vice Chair of the Council's Declaration of Acceptance of Office.

3 Chair of the Council's Welcoming Statement

4 Public Participation

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

4.2 Unitary Councillor Reports

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

5 Governance

5.1 Apologies for Absence

To receive apologies for absence from Members.

5.2 Declaration of Interests from Members on Agenda Items

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

5.3 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).

6 Parish Reports

6.1 Representatives on Outside Bodies Reports

6.1.1 To note the written report from Councillor Tabiner-Crush on the May Wing Hall Trust meeting. **App 1**

6.1.2 To note the written report from Councillor Tring following attendance at the North Buckinghamshire Parishes Planning Consortium on the 22nd May 2023. **App 2**

6.2 Councillor Reports

To receive reports from Councillors on activities since the last meeting and not included elsewhere on the agenda.

6.3 Clerks' Report

To note the written report from the Clerk regarding an update on actions from previous meetings and activities since the last Full Council meeting. **App 3**

7 Previous Minutes

7.1 To resolve that the minutes of the Parish Council meeting held on 25th April 2023 be signed as a correct record of proceedings. **App 4**

8 Planning Applications

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

8.1 No planning applications have been received for the Parish Council to submit a consultee comment.

9 Recreation Ground Improvements Project

9.1 To note the written report on the progress of the project.

9.2 To discuss the quote received from UKPN to provide a 180kva supply to the recreation ground. **App 5, App 6 and App 7.**

9.3 To discuss bringing the 180kva supply across the recreation ground to the new pavilion.

10 Schedule for Review

To consider adopting the draft schedule for the review of the following items: **App 8**

- 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

11 Delegation Arrangements

To review the delegation of authority arrangements of:

11.1 Committees (Finance, HR and Legal / Environment and Planning) **App 9**

11.2 Officers **App 10**

11.3 Local Authorities

12 Terms of Reference

To review the terms of reference of:

12.1 Committees (Finance, HR and Legal / Environment and Planning) **App 11 and App 12**

12.2 Working Parties **App 13**

12.3 Youth Council **App 14**

13 Appointment of Members

To consider the appointment of members to: **App 15**

13.1 Committees, to include the Chair of the Committee (Finance, HR and Legal / Environment and Planning)

13.2 Working Parties

14 New Committees

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

15 Meeting Dates

15.1 To determine the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council. **App 16**

15.2 To determine the time and place of ordinary committee meetings up to and including the next Annual Meeting of the Council. **App 16**

15.3 To determine the time and place of the Annual Parish Meeting. **App 16**

16 Subscription to other Bodies

Review the Council's and Officers subscription to the following bodies: **App 17**

- 16.1 National Association of Local Councils
- 16.2 Buckinghamshire and Milton Keynes Association of Local Councils
- 16.3 Society of Local Council Clerks
- 16.4 North Buckinghamshire Parishes Planning Consortium
- 16.5 Parish Online

17 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: **App 18**

- 17.1 Buckinghamshire and Milton Keynes Association of Local Councils
- 17.2 Buckinghamshire Council Liaison
- 17.3 Wing and Ivinghoe Community Board
- 17.4 North Buckinghamshire Parishes Planning Consortium
- 17.5 Wing Village Hall Trust
- 17.6 Dormer Hospital Trust
 - 17.6.1 To renew the appointment of Parish Council nominated trustee Sean Kelly for another term.
 - 17.6.2 To appoint Lorraine Shephard as a Parish Council nominated trustee.
 - 17.6.3 To note the current Parish Council nominated Dormer Hospital Trust trustees, Claire Collier and Robert Barber.

18 Parish Council Office

- 18.1 To agree to the Parish Office rent increase on the contract for April 2023 to March 2024. **App 19**
- 18.2 To agree to the signing of the memorandum to the Parish Office rental agreement for April 2023 - 2024. **App 20**
- 18.3 To agree to amending the current Standing Order to reflect the increase in rent.

19 Internal Audit

To receive and note the Internal Auditors report for the financial year 2022/2023. **App 21**

20 Annual Governance Statement

To review and approve the Annual Governance Statement 2022/23 as part of the Annual Return for the year ended 31st March 2023. **App 22**

21 Annual Accounting Statement

To review and approve the Annual Accounting Statement 2022/23 as part of the Annual Return for the year ended 31st March 2023. **App 23**

22 Community Grant Applications

To consider the Community Grant application form received from Wing Gardening Club. **App 24**

23 Buckinghamshire Council Consultation Response

To consider the draft response to Buckinghamshire Council's 'Have your say on the vision and objectives for development and transport in Buckinghamshire' in the development of both the Local Plan and the Local Transport Plan 5. **App 25**

24 Account Balances and Payments

- 24.1 To receive the bank reconciliation for April. **App 26**
- 24.2 To receive and authorise the list of payment transactions for May. **App 27**
- 24.3 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 2023-24 financial year (Financial Regulations 5.6). **App 28**
- 24.4 To re-confirm the current direct debits and standing orders. **App 29**

25 Co-Option for Parish Councillor Vacancies

To consider applications received for the current Parish Councillor vacancies.

26 Handyperson Vacancy

To receive a report from the Councillors who conducted the interviews for the handyperson contractor vacancy and consider their recommendations on appointment. **App 30**

27 Date of Next Meeting

To be confirmed under agenda item 15.1.