

Wing Parish Council

Minutes

of the Wing Parish Council meeting held on Tuesday 25th April 2023 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Present: Cllr D Kellner (Chair of the Council), Cllr J Lomas, Cllr L Tabiner-Crush, Cllr Tring, Cllr J Mortain-Cogar, Cllr P Cronshaw, Cllr S Davidson, ~~and~~ Cllr H Sunday ~~and~~ Cllr L Gilbert.

Buckinghamshire Councillors: Ashley Bond

Officer: Claire Power, Clerk and RFO.

Public: 0

Minutes: Claire Power

Start Time: 8.00 pm

All agenda items prefix : 2304.

1 Chairman's Welcoming Statement

Chairman Councillor Kellner welcomed everyone to the meeting.

He welcomed new Councillor Lin Gilbert to the Council.

He welcomed back Councillor Sunday and Councillor Mortain-Cogar.

2 Public Participation

2.1 There were no members of the public present at the meeting.

2.2 Unitary Councillor Reports

Unitary Councillors Blamires and Cooper sent their apologies to the meeting.

Unitary Councillor Bond provided a verbal report on queries from the Parish Council on dog walkers and licences, the drain issue at Redwood Drive and the reported overgrown vegetation around The Lands and Cotes Way is being dealt with by Highways. He also provided an update on the Wing and Ivinghoe Community Board activities which included dates and information on dementia training courses being held. Councillor Kellner raised concerns that reports have been received that Wingrave Parish Council have spent quite a bit of money applying for 20mph speed restrictions but they have been turned down. Councillor Davidson raised a query on the possibility of reducing the speed limit passed Mill Cottages to 40mph and requested a contact person to talk to as Unitary Councillor Bond mentioned that Buckinghamshire Council cabinet member is talking to central government about possible road changes.

2.3 Police Report

The report received by the Neighbourhood Policing Team was noted.

3 Declaration of Office

The Clerk confirmed that, prior to the meeting, she witnessed Councillor Lin Gilbert sign the Declaration of Office form.

4 Governance

4.1 Apologies for Absence

No apologies were received as all Councillors were present.

4.2 Declaration of Interests from Members on Agenda Items

Councillor S Davidson declared a prejudicial interest in the Recreation Ground.

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

Councillor J Mortain-Cogar declared a prejudicial interest in the Recreation Ground.

Councillor D Kellner declared a prejudicial interest in the Recreation Ground.

Councillor J Lomas declared a prejudicial interest in the Recreation Ground.

Councillor L Tring declared a prejudicial interest in the Recreation Ground.

Councillor H Sunday declared a prejudicial interest in the Recreation Ground.

Councillor P Cronshaw declared a prejudicial interest in the Recreation Ground.

Councillor L Gilbert declared a prejudicial interest in the Recreation Ground.

4.3 Dispensations

The Clerk confirmed that Councillor Lin Gilbert had applied for a dispensation to speak and vote on matters regarding the recreation ground as without dispensations the Council would not be able to carry out the normal course of Council business. The dispensation was therefore granted and will be in place until the next election of the Council due in 2025.

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

5 Parish Reports

5.1 Committee Reports

5.1.1 Finance, HR and Legal Committee

The draft minutes of the Finance, HR and Legal Committee held on the 18th April 2023 were noted.

5.1.2 Environment and Planning Committee

The draft minutes of the Environment and Planning Committee held on the 19th April 2023 were noted.

5.2 Representatives on Outside Bodies Reports

To receive a report from Councillor Kellner on the April Wing Hall Trust meeting as the Parish Council representative.

The minutes from the April Wing Hall Trust meeting that had been circulated prior to the meeting were noted.

5.3 Councillor Reports

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

No Councillor reports were received.

5.4 Clerks' Report

The Clerk's report was noted.

A query was raised regarding the UKPN complaints letter, the Clerk said that it was outstanding and on the pending action list. Appendix A.

6 Previous Minutes

6.1 **Resolved:** To amend the minutes of the Parish Council meeting held on 28th March 2023 by

- a) changing the word 'no' to 'not' in item 2.2.
- b) changing the wording in item 2.2 from 'and it is being monitoring increased' to 'and monitoring will be increased'.
- c) adding the wording 'the Clerk' to the Clerk's Report – Appendix A, bullet point Buckinghamshire Council under Actions from the last meeting section.
- d) correcting 'advise' to 'advice' in the Clerk's Report – Appendix A, under the heading Recreation Ground Project.
- e) correcting the spelling 'het' to 'the' in the Clerk's Report – Appendix A, under the heading Recreation Ground Project

Resolved: That the amended minutes of the Parish Council meeting held on 28th March be signed as a correct record of proceedings.

7 Planning Applications

7.1 23/00991/APP – 17 Moorhills Road, Wing.

Resolved: To submit an objection comment 'The planning application only provides car parking spaces for 2 cars which is against Wing Neighbourhood Plan policy T1 and VALP policy T6. The current design causes an overlap of the shared access so planning permission should not be granted.'

7.2 23/01215/APP – Faccenda Foods, Wellington Farm, Stewkley Road, Wing

Resolved: To submit a 'no comments' comment.

8 Recreation Ground Improvements Project

8.1 The written report on the progress of the project was noted.

A verbal report was provided on fire extinguishers as companies had been contacted for quotes.

A temporary power supply to the new pavilion was discussed. As trenching works had been previously agreed and Sports Courts had been instructed, they will be asked to provide a change from the existing plans to provide trenching for a temporary power supply from the football pavilion to the new pavilion. Once the revised quote is received, delegated authority can be used to instruct the work.

The Clerk raised that the cables need to avoid an 18 meter circumference around the veteran tree.

8.2 The report on the outstanding balance to Healthmatic was noted.

Resolved: To pay the current outstanding balance to Healthmatic of £103,963.29 (which leaves a 2% retention balance which is due 12 months after the end of the contract) once the corrected invoices are received from Healthmatic.

9 Wing Neighbourhood Plan Review Update

The report received following the public event held in the Wing Village Hall on 11th April 2023 was noted. Councillor Davidson thanked the people that attended the event.

10 Community Grant Applications

To consider the Community Grant application form received from Wing Women's Institute.

Councillor Lomas declared an interest (not pecuniary) in this item and took no part in the discussion or voting.

Resolved: The award the Community Grant application received from Wing Women's Institute for £300 to hold an open day in Wing Village Hall to celebrate Women's Institute's 100th Birthday later in the year.

11 Review 2022-23 Year End Accounts

11.1 The 2022-23 year end accounts were confirmed as received and noted.

11.2 **Resolved:** To accept the recommendation received from the Finance, HR and Legal Committee on the movement of underspend to the reserves and increasing the 2023-24 budget for the items approved for spend during 2022-23 that are pending.

12 Risk Schedule

Resolved: To defer the review of the Council's Risk Schedule to the next meeting of the Finance, HR and Legal Committee.

13 Asset Register

Resolved: To accept the recommendation received from the Finance, HR and Legal Committee following a review of the Wing Parish Council's asset register.

14 Jubilee Green Refurbishment Project

The report received from Councillor Davidson was noted. Councillors Gilbert and Kellner agreed to help Councillor Davidson and the Youth Council apply for funding for the Jubilee Green refurbishment project.

Resolved: To permit the facilitation of crowd funding and for draft funding applications to be raised and passed to the Clerk. The Clerk is granted delegated authority to submit funding applications for the Jubilee Green refurbishment.

15 Account Balances and Payments

15.1 The bank reconciliation for March 2023 was noted.

15.2 **Resolved:** To confirm receipt and authorise the list of payment transactions for April. Appendix B.

16 Co-Option for Parish Councillor Vacancies

No applications have been received for the current Parish Councillor vacancies.

17 Date of Next Meeting

Tuesday 30th May 23 at 8pm in the Small Hall, Wing Village Hall, Wing.

Meeting closed: 9.37 pm

- Practitioners Guide 2023 circulated to Councillors and Deputy Clerk.
- E-mails circulated:
 - Buckinghamshire Council
 - Town and Parish Councils – Briefing note – Bucks Highways Transition and Introductions
 - Latest News on Community Safety in Buckinghamshire
 - Buckinghamshire and Milton Keynes Association for Local Councils
 - A View From Our Window – 31 Mar 23
 - National Association of Local Councils
 - Chief Executive's Bulletin – 31 Mar 23, 6 Apr, 14 Apr and 21 Apr
 - Events (various)
 - Newsletter – 29 Mar, 5 Apr, 12 Apr and
 - April update from the Police and Crime Commissioner
- Actions from previous meetings
 - Contacted UKPN to retract the current 3-phase supply application. UKPN responded to say that the application just expires rather than being cancelled.
 - The Scribe accounting package has been ordered and is in the process of being set up.
 - The solicitors have been contacted regarding the acceptance of the revised plan. They require two signatories plus a witness signature on the plan for them to complete the land transfer.
 - The Annual Parish meeting has been arranged and will take place on Friday 12th May in the Library at Cottesloe School commencing at 7.30pm.
- Delegated Authority
 - We received a report from Streetscene that a bin on Church Street had broken plastic, so a replacement bin has been ordered from Jaydee Living on a proforma basis. The cost of the 50 litre bin is £131.94 including vat and the proforma invoice is included on this month's accounts for payment. The cost will be allocated against the street furniture general maintenance budget. Once payment is received the order will be processed.
 - The application forms for the Best Kept Village have been downloaded from their website and will be submitted before the closing date on 30th April.
- Attended a Report Writing training course run by BMKALC on 30th March.
- Prepared the agenda, supporting documents, attended the meeting and wrote the draft minutes for the Finance, HR and Legal Committee meeting held on Tuesday 18th April.
- Prepared the agenda, supporting documents, attended the meeting and wrote the draft minutes for the Environment and Planning Committee Meeting held on Wednesday 19th April.
- Streetlights
 - Chased the outstanding faulty streetlight outside Wing Village Hall. Sparkx will come out again to check if UKPN have reconnected the supply.
 - The faulty streetlight, reported by a member of public, outside 19 Willow Way has been reported to Sparkx who will carry out a site visit to investigate the issue.
- VAT refunds have been received totalling £148,475.00 for 2020, 2021 and 2022.
- The VAT return for January – March 2023 has been submitted to HMRC.
- The 1st instalment of the precept has been received from Buckinghamshire Council.
- A couple of enquiries regarding the Wing Parish Council community grants we responded to with the Small Grants Policy and Application Form for 2023-24 attached.
- A resident emailed regarding fly tipping on the Recreation Ground by the Bowls Club. This was circulated to Councillors and the resident was responded to.
- The flooding at Redwood Drive was reported again to the Unitary Councillors who arranged for Transport for Bucks to come out and take another look at the drains.
- Information regarding the next BMKALC / BC Parish Liaison meeting being held on 28th June in Aylesbury at 6.30pm was circulated to Councillors.

- Information regarding the new Transport for Bucks contractor and the updated <https://fixmystreet.buckinghamshire.gov.uk/> was circulated to Councillors.
- Information on Dementia Awareness Training courses being run by Wing and Ivinghoe Community Board was circulated to Councillors.
- A resident has purchased the donated painting of Long Spinney, the funds raised have been allocated to the Long Spinney budget.

Report written by: Claire Power

Dated: 24th April 2023

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT APRIL 2023				
Payee	Description	Pay't Method	Amount (£)	VAT (£)
Salaries	Clerk Salary & Exps, Deputy Clerk Salary and Exps, Litter Collection and NEST - Apr 23	electronic	£ 2,924.08	
HMRC	NIC & PAYE - Apr 23	electronic	£ 597.05	
Wing Hall Trust	Office Rent - May - Inv	SO	£ 375.00	
Joanna Craig	Website Hosting - March 23 - Inv 5158	SO	£ 19.50	
Goldleaf Groundcare	Grounds Maintenance - April - Inv 13055	SO - £297.63 Electronic - £876.87	£ 1,174.50	£ 195.75
SSE	Electricity - March 23	Direct Debit	£ 357.55	£ 17.02
Sports Courts	MUGA Interim Invoice - Inv SC/23/7173	electronic	£ 26,916.00	£ 4,486.00
BMKALC	Reporting Writing - J Furniss - Inv 4498	electronic	£ 45.00	
BMKALC	Reporting Writing - C Power - Inv 4504	electronic	£ 45.00	
BMKALC	Annual Subscription to BALC and NALC - Inv 4695	electronic	£ 453.70	
NBPPC	Annual Membership 2023-24	electronic	£ 20.00	
Scribe	Initial Set Up and Annual Subscription - Inv 4044	electronic	£ 1,078.80	£ 179.80
Jaydee Living	Green 50l Plastic Waste Bin for Church Street	electronic	£ 131.94	£ 21.99
M W Jenkins	Replacement of 12 Long Spinney Bridges - GR603	electronic	£ 5,976.00	£ 986.00
Wing Hall Trust	Hall Hire - Tues 25th Apr	electronic	£ 44.80	
Groundworks	Repayment of Grant Funding Balance	electronic	£ 898.40	
Payments depending on items on the agenda:				
Healthmatic	Balance of outstanding contract	electronic	£ 103,963.26	£ 33,518.88
Wing Women's Institute	Community Grant 2023-24	electronic	£ 300.00	
Late invoices:				
M W Jenkins	Replacement of 12 Long Spinney Bridges - GR603	electronic	£ 1,992.00	£ 332.00
Bluepepper Designs	Neighbourhood Plan Posters and Leaflets	electronic	£ 234.60	£ 29.10
			£ 147,547.18	