

Wing Parish Council Minutes

of the Wing Parish Council meeting held on Tuesday 28th March 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 and Cllr S Davidson.

Buckinghamshire Councillors: Peter Cooper, Ashley Bond and Diana Blamires

Officers: Mel Woof, acting in locum Clerk and Claire Power, Clerk and RFO.

Public: 16

Minutes: Claire Power.

Start Time: 8pm

1 Chair of the Council's Welcoming Statement

The Chair of the Council welcomed everyone to the meeting. The Clerk was welcomed back after a period of absence due to ill health. The Deputy Clerk was thanked for their work with the Council and wished well in their retirement. Councillor J Lomas was thanked for taking over the emails received and responding to enquiries and Councillor Tabiner-Crush was thanked for taking the Council's phone calls. M Woof was thanked for stepping in to produce the agenda for the Council meeting.

The Chairman made a statement regarding the procedures for public participation at the meeting.

2 Public Participation

2.1 There were no comments or queries raised during this item.

2.2 Unitary Councillor D Blamires Report

Buckinghamshire Council will be sending a team out to investigate the drainage issue at Redwood Drive by the end of the week.

The pothole repairs carried out on the High Street (Wing) are only temporary and that permanent repairs would be carried out after April.

The new contractor for Transport for Bucks starts on the 1st April which has a new system so the Unitary Councillors are better informed about work being carried out in their wards.

The state of the road surface of High Street (Wing), Soulbury Road and Leighton Road is noted and they would be put forward for discussion in the Autumn when the decision on major works for next year will take place.

Wing woods is going ahead and that they are looking to resolve the routes through / to Long Spinney and access arrangements.

Unitary Councillor A Bond Report

The Community Board budget for 2023-24 has been cut by 5% from last year's budget.

The Community Board has a list of the Pride of Bucks Award winners and a winners ceremony is being planned.

Unitary Councillor P Cooper Report

With the appointment of the new highways contractor they will be repairing potholes with a machine rather than by hand so should provide a better quality of repairs.

People are encouraged to use the improved and updated Bucks Fixmystreet (not the National Fixmystreet) as it will be relied upon more with the new contractor ~~and it is being monitoring increased~~ **and monitoring will be increased.**

Planning application 23/00530/CPL – 10 Moorhills Crescent, Wing, there was a mistake in the description of the planning application but it is an application the Parish Council can submit a comment on should it wish to.

A resident had contacted him regarding the hedge of the Recreation Ground and asked when it could be cut down.

Cllr Tabiner-Crush asked whether the chippings from pothole works could be collected as it is currently left and gets swept into the drains which then blocks them.

3 Governance

3.1 **Resolved:** To invite Mel Woof to act as Clerk in Locum for the meeting of the 28th March 2023.

3.2 Apologies for Absence

Resolved: To accept apologies received from Councillor P Cronshaw.

Resolved: To accept apologies received from Councillor H Sunday

3.3 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.

3.4 Dispensations

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.

4 Parish Reports

4.1 Committee Reports

4.1.1 Finance, HR and Legal Committee

The drafted minutes of the extraordinary meeting held on 21st February 2023 were noted.

4.2 Councillor Reports

The Neighbourhood Plan Review Update report from Councillor S Davidson was noted.

The report from Councillor L Tabiner-Crush following the Wing Village Hall Trust meeting was noted.

4.3 Officers Reports

The Clerk and Deputy Clerk reports were noted. Appendix and Appendix B.

5 Previous Minutes

5.1 **Resolved:** To amend the minutes of the Parish Council meeting held on 31st January 2023 by inserting the word 'to' in the Clerk's Report in front of Buckinghamshire Council.

Resolved: That the amended minutes of the Parish Council meeting held on 31st January 2023 be signed as a correct record of proceedings.

5.2 **Resolved:** That the minutes of the extraordinary Parish Council meeting held on 16th February 2023 be signed as a correct record of proceedings.

6 King Charles III Coronation

Resolved: To approve the use of Jubilee Green by Wing Scouts for an event on Monday 8th May 2023, providing the event is covered by Wing Scouts insurance including public liability.

7 Planning Applications

7.1 23/00628/PAPCR - 10 Aylesbury Road Wing Buckinghamshire LU7 0PB

Resolved: To submit an Objection comment as it goes against policy E3 of the Wing Neighbourhood Plan. Change of use is not compliant with the policy.

7.2 23/00865/APP - Burcott Lodge, High Street Burcott, Buckinghamshire LU7 0LZ

Resolved: To submit a 'no comments' comment.

8 Recreation Ground Improvements Project

The report on the progress of the project was noted.

Resolved: To accept the handover of the MUGA as completed (noting that the line marking will be done in April when the weather is dryer and warmer to prevent the paint running).

Resolved: To pay the further interim payment for the MUGA to Sports Courts and, once the line markings are completed, to make the final MUGA payment to Sports Courts.

Resolved: Due to the handover meeting being cancelled, the decision to accept the completion and handover of the Pavilion (noting that final testing and commissioning can only be done when the permanent power supply is in place) is to be postponed to the next Full Council meeting.

Resolved: To withdraw the current power application from UKPN and to resubmit the application after 1 April (so that the cost of any upgrade of the substation on Park Gate is paid for by UKPN and Ofgem and not the Parish Council).

Resolved: To instruct the Clerk to apply for the new cost and submit the new application.

Resolved: To hold an extraordinary meeting as soon as possible once the information is available from Healthmatic.

At this point in the meeting a short recess was called.

9 Council Insurance App 9 - 13

9.1 The insurance policy needs updating to include the new pavilion.

Resolved: To accept the interim increase in the insurance policy of £22.13 to cover the pavilion to the 31st March 2023 to ensure the insurance policy schedule from Aviva still satisfies our requirements.

9.2 **Resolved:** To accept the revised renewal premium of £2,169.37 which includes the new pavilion.

9.3 How to insure the pavilion was discussed during the confirmation that the insurance policy satisfies the Council's requirements in items 9.1 and 9.2.

10 Planning Decision – View Requested

Resolved: To instruct the clerk to acknowledge the residents' email but saying that the Council is unable to make any comment.

11 Accounting Software

The Responsible Financial Officer (RFO) determines the councils accounting records including the form of account and support accounting records and accounting control systems subject to the proper practices outlined in the Accounts and Audit Regulations. Following a review of current record keeping on an Excel spreadsheet, the RFO recommends that the Council move to the Scribe Accounts system which supports Local Government Authorities.

Resolved: The Council endorse this recommendation and instructs the RFO to proceed.

12 Taylor Wimpey – Woodlands

Resolved: To accept the revised boundary plan for the Woodlands estate received from Taylor Wimpey.

13 Annual Parish Meeting

Resolved: To contact Cottesloe School to ask if they have a suitable venue available for hire on a Friday evening in May as the Wing Village Hall does not availability.

Resolved: To delegate authority to the Clerk make the booking if a Friday date in May is available.

14 Annual meeting of the Parish Council

The Annual meeting of the Parish Council being held on Tuesday 30th May 2023 at 8pm in the Small Hall, Wing Village Hall, Wing was noted.

15 Account Balances and Payments

15.1 The bank reconciliation for February 2023 was noted.

15.2 **Resolved:** To authorise the list of payment transactions for February and March 2023. Appendix C.

15.3 **Resolved:** To confirm application to go paperless on Unity bank statements.

15.4 **Resolved:** To confirm removal of former Councillors Andy Hill and Sheryl Allmark from Unity Trust Bank authorisations.

16 Co-Option for Parish Councillor Vacancies

The Clerk confirmed receipt of a co-option application from Lin Gilbert. Lin was then asked by the Chairman to introduce herself.

Resolved: To co-opt Lin Gilbert as a Wing Parish Councillor.

17 Date of Next Meeting

Tuesday 25th April 23 at 8pm in the Small Hall, Wing Village Hall, Wing

Meeting Closed: 9.40pm

Signed: _____

Date: _____

Actions from the last meeting.

- Recreation Ground Improvements Project
Contacted BMKALC regarding free legal advice available as part of the Council's membership
Contacted the Council's regular solicitor seeking advice and asking if they could be onsite for a meeting with the related parties.
Followed up on arranging a conference call with UKPN.
- Appointment of Internal Auditor
Sent an email confirming the Council's extension of the appointment of Internal Auditor for three years (2022-23, 2023-24 and 2024-25) to our Internal Auditor
- Planning Applications
Agreed consultee responses submitted on both applications.
- Sale of Parish Council Land
Sent an email to the resident asking the Council's position on the sale of Parish Council land.
- Stewkley Road Concerns
An email was sent to the resident letting them know their concerns we discussed at the January meeting and informing them of the Council's decision.
- King Charles III Coronation
Item was added to the Environment and Planning Committee agenda for the February meeting
- Buckinghamshire Council – Visitor Economy in Buckinghamshire Survey
The survey was completed by Councillor Davidson immediately after the meeting with **the Clerk**.
- Account Balances and Payments
Entered the January payments onto the Unity Trust Banking system

Recreation Ground Project

Liaison with solicitors. The contract and email correspondence was shared with the solicitor ahead of the meeting with them in the solicitors offices on Thursday 16th February.

Contacted SGN re MUGA and ask if we need to have an engineer onsite. Then arranged a site visit with SGN, Sports Courts, Councillor Sunday and Councillor Lomas to discuss the location of the gas pipe and the proposed location for the MUGA. Attended the onsite meeting which confirmed a representative from SGN would need to be onsite whilst the excavation works took place. This was put in place ready for Sports Courts to start work on the MUGA. Contacted the planning department regarding the vision splay of the car park to seek ~~advise~~ **advice** on who could check to make sure it is correct as per the planning permission. There is no one within Buckinghamshire Council that would come out to check and the ~~advise~~ **advice** is to ensure the contractor confirms they have carried out ~~het~~ **the** work in accordance with the agreed plans. They also suggested a way the Council could check the vision splay. Various email correspondence with the recreation ground team and project manager.

Communications

Wrote an article for What's On In Wing regarding the precept for 2023/24.

Finance, HR & Legal Committee Meeting

Carried out research on accounting software and wrote a report comparing the various accounting packages to the essential and desired elements of the specification agreed at the previous Finance, HR and Legal Committee meeting.

Attended the meeting held on Tuesday 21st February.

Writing the draft minutes of the meeting.

Writing a report on the recommendation from the FHRLC to Full Council for the accounting software.

Environment and Planning Committee Meeting

Prepared the agenda and supporting documents.

External meetings

- Attended a meeting at the recreation ground with Councillors Sunday and Cronshaw, project manager and a representative from the pavilion company.
- Attended a meeting at the recreation ground to discuss the landscape maintenance plan with the Council's appointed contractor.
- Attended a meeting at the solicitors with John Furniss to discuss the recreation ground project.

Email correspondence

- Emails from Burcott residents received regarding planning application 22/03959, 10 High Street Burcott were responded to and read out at the Council meeting held on Tuesday 3rd January.
- The following emails received from Buckinghamshire Council were circulated to Councillors
- The following emails received from BMKALC were circulated to Councillors
- The following emails received from NALC were circulated to Councillors
- Enquiry regarding the small grant policy and when applications can be made was responded to.

Phone calls received

- An out of hours call was received requesting access to the football pavilion as personal possessions had been left inside. A call was made to the Football Club for them to meet onsite.
- A call was received asking which pieces of land around Wing Road and Stewkley Road belonged to Buckinghamshire Council.

Author: Claire Power
Clerk to Wing Parish Council

26 February 2023

Servicing of Council Meetings

Assisting the Proper Officer of the Council (Clerk) with preparation of meeting Agenda.

Assisting the Proper Officer of the Council (Clerk) with preparation of meeting supporting documents.

Attendance at meeting.

Assisting the Proper Officer of the Council (Clerk) with preparation of minutes of the meeting.

Indexing of minutes

Assisting the Proper Officer of the Council (Clerk) with undertaking Actions from the meetings.

Submission and recording of planning application responses.

Uploading of minutes to website.

Servicing of FHR&L Committee Meetings

Assisting the Proper Officer of the Council (Clerk) with preparation of meeting Agenda.

Assisting the Proper Officer of the Council (Clerk) with preparation of meeting supporting documents.

Attended FHR&L Committee Extraordinary Meeting Tuesday 22nd February

Servicing of Environment Committee meetings

Attended Environment Committee Wednesday 23rd February

Assisting the Proper Officer of the Council (Clerk) with undertaking Actions from the meetings.

External meetings

Attended meeting at Council Solicitors with the Clerk, on behalf of the Council.

Financial administration

Ensuring all invoices received referred to the RFO.

Personnel

Liaison with the Proper Officer of the Council (Clerk) and Chair of the Council regarding Referred matters.

Facilities /services administration

1) Streetlights

- a) No new faults or damage reported during this period
- b) Observation that the streetlight outside the Village Hall in Leighton Road remains unlit on 22nd & 23rd Feb. Requires following up with UKPN.

Councillor liaison

Dealing with specific Councillor issues/complaints

General administration

Dealing with Phone calls, Post & Emails.

Updating Council records.

New enquiries from website, emails and phone calls received since last report.

Page 6 of 8 These amended minutes were approved by resolution to be a true record of the meeting of the Wing Parish Council held on 28th March 2023 at the Wing Parish Council meeting held on Tuesday 25th April 2023 [Minute ref:23046.1]

- 1) We received an enquiry from someone in Byron USA seeking to locate information about their mother's family. She was born in Wing, England. We provided contact details for the Rev Howard and for Wing Parish Council in Rutland.
- 2) We received an enquiry about a date for the re-opening of the Recreation Ground Car Park.
They were advised that we do not have an anticipated completion date at that moment and that the car park restrictions would remain in place for the present. The Car Park has subsequently re-opened and the information has been publicised.
- 3) We received an e mail about activities observed at Mount Farm and possible non- compliance with Planning approvals/enforcement. Emails were received from a resident on this matter which were circulated to Councillors for their information.
- 4) An enquiry was received reporting an un-emptied bin near the Woodlands Play Area. Councillor Lomas obtained and provided a photograph of the unemptied bin and Councillor Kellner subsequently reported that it had been emptied.
The situation was reported to Buckinghamshire Council Parish Support who were advised that the bin had been emptied by a volunteer. They were requested to obtain confirmation that the bin would be included on the schedule for emptying in future. The enquirer was advised accordingly.

IT Maintenance

General maintenance of Council laptop/ printer, as required.

Internet research for diagnosis and support, as required.

Implementation of remedial measures, as required.

Training

On-Line Civility and Respect Project podcast.

Officer: John Furniss, Deputy Clerk.
Wing Parish Council

25 February 2023

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT FEBRUARY 2023				
Payee	Description	Pay't Method	Amount (£)	VAT (£)
Salaries	Clerk Salary & Exps, Deputy Clerk Salary and Exps, Litter Collection and NEST - Feb 23	electronic	£ 3,805.17	
HMRC	NIC & PAYE - Feb 23	electronic	£ 825.52	
Wing Hall Trust	Office Rent - March - Inv	SO	£ 375.00	
Joanna Craig	Website Hosting - February 23 - Inv	SO	£ 19.50	
Goldleaf Groundcare	Grounds Maintenance - February - Inv 12938	SO	£ 297.63	£ 49.60
SSE	Electricity - January 23	Direct Debit	£ 334.67	£ 15.93
Buckinghamshire Council	Contribution towards 3x Speed Indicator Devices	electronic	£ 4,942.50	
Direct 365	Quarterly Bin Hire 14.02.2023-13.05.2023	electronic	£ 161.15	£ 26.86
KDK Archaeology	Archaeological Monitoring Visits, Report Production and Archive for the Recreation Ground - Inv 550.3	electronic	£ 142.80	£ 23.80
All Saints Church	Hire of Space for a Meeting - 16.02.2023	electronic	£ 19.20	
			£ 10,923.14	

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT MARCH 2023				
Payee	Description	Pay't Method	Amount (£)	VAT (£)
Salaries	Clerk Salary & Exps, Deputy Clerk Salary and Exps, Litter Collection and NEST - Mar 23	electronic	£ 3,805.17	
HMRC	NIC & PAYE - Mar 23	electronic	£ 825.52	
Wing Hall Trust	Office Rent - April - Inv 105768	SO	£ 375.00	
Joanna Craig	Website Hosting - March 23 - Inv 5158	SO	£ 19.50	
Goldleaf Groundcare	Grounds Maintenance - March - Inv 13011	SO	£ 297.63	£ 49.60
SSE	Electricity - February 23	Direct Debit	£ 334.67	£ 15.93
What's On In Wing	Additional page for WPC April	electronic	£ 20.00	
Wing Hall Trust	Small Hall Hire - 28 Feb 23 - Inv 105738	electronic	£ 44.80	
Wing Hall Trust	Small Hall Hire - 28 Mar 23 - Inv 105767	electronic	£ 44.80	
Horwood and James	Fee for Legal Advice	electronic	£ 120.00	£ 20.00
BHIB	Insurance Cover for the Pavilion 24.03-31.03.23	electronic	£ 22.13	
BHIB	Insurance Premium for 01.04.23-31.03.24	electronic	£ 2,169.37	
Sports Courts	MUGA Interim Invoice - Inv SC/23/7168	electronic	£ 57,017.70	£ 9,502.95
WOIW	Whole Page Ad - Apr 23 Edition - NHP	electronic	£ 30.00	
Wing Hall Trust	Hire of Large Hall and Kitchen 11.04.23 - NHP	electronic	£ 117.00	
John Lomas	Blind Spot Mirror for Alleyway	electronic	£ 35.99	
The Greensand Trust	Wing Environmental Enhancement Strategy	electronic	£ 5,000.00	
Bluepepper Design	NP Printing - quote A	electronic	£ 74.40	£ 2.40
Bluepepper Design	NP Printing - quote B	electronic	£ 136.80	£ 25.20
			£ 70,490.48	