

Wing Parish Council Minutes

of the Wing Parish Council meeting held on Tuesday 31st January 2023 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Parish Councillors: David Kellner (Chair of the Council), John Lomas, Louise Tabiner-Crush, Liz Tring, Sanchia Davidson and Helen Sunday

Buckinghamshire Councillors: Peter Cooper, Ashley Bond and Diana Blamires

Officers: Claire Power, Clerk and RFO. John Furniss, Deputy Clerk.

Public: 16

Minutes: John Furniss

Start Time: 20.04

1 Chair of the Council's Welcoming Statement

The Chair of the Council welcomed everyone to the meeting with specific welcome to representatives of the Youth Council from Cottesloe School and Overstone School.

He confirmed that the meeting was being recorded for administrative purposes to assist with preparation of the minutes and for no other purpose.

2 Governance

2.1 Apologies for Absence

To receive apologies for absence from Members.

Resolved: To accept apologies received from Councillor Cronshaw.

Note: The Clerk confirmed that the Council had accepted apologies from Councillor Mortain-Cogar for six months at the September meeting.

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 Davidson declared a prejudicial interest in the Recreation Ground.

Councillor Tabiner-Crush 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.

Councillor Lomas declared a prejudicial interest in the Recreation Ground.

Councillor Tring 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

There were no comments or queries raised during this item.

At this point in the meeting the Chair of the Council invited all members and officers of the Council to offer a brief personal introduction for themselves.

4 Youth Council

To receive an update from the Youth Council.

The Chair of the Council invited members of the Youth Council to present to the Council.

Members of the Youth Council introduced themselves to the meeting.

Cottesloe reported that they had identified the refurbishment of the Jubilee Green playground as a project to focus on.

As several of the Youth Council were not residents of Wing, they were arranging a visit to inspect Jubilee Green and the Allotments on 9th February, as the first step in the process. The Youth Council intend to establish a fully costed proposal for the refurbishment for consideration by the Council.

Overstone will be considering the inclusion of a Skate Park.

The Chair of the Council then introduced Chrissy Hutton, Youth Participation Co-ordinator, Buckinghamshire Council who expressed a wish to be involved with and offered support to the Youth Council.

The Buckinghamshire Council Ward members introduced themselves at the invitation of the Chair of the Council.

5 Parish Reports

5.1 Unitary Councillor Reports

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

Councillor Blamires, Buckinghamshire Council provided a verbal report covering lorry traffic through Wing, Lockharts Farm Appeal, East West Rail, Wing Woods and grit bins on the new developments.

Councillor Cooper, Buckinghamshire Council Provided a verbal report covering Lockharts Farm and the lorry traffic. The Planning Officers that had been involved with the Recreation Ground Project would like to be invited to any opening ceremony, if that would be possible.

Councillor Bond, Buckinghamshire Council provided a verbal report covering numbers of planning applications handled and the performance of the enforcement department. The Pride of Bucks Award and the Community Board.

Councillor Cooper added that HS2 funding may be available for a crossing near Cottesloe School but it has not yet been approved by Buckinghamshire Council. Hopefully a decision on a crossing will be received by the end of the year.

5.2 Committee Reports

5.2.1 Finance, HR and Legal Committee

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

Members confirmed receipt and these were taken as read.

There were no questions raised.

5.3 Representatives on Outside Bodies Reports

5.3.1 To receive a written report from Councillor Tabiner-Crush who attended the Wing Hall Trust meeting as a Parish Council representative.

Members confirmed receipt and these were taken as read.

There were no questions raised.

5.4 Clerks Reports

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

The Clerk provided a verbal report, a summary of which is included as appendix A to these minutes.

There were no questions raised.

Members confirmed receipt of the Deputy Clerk's report and this was taken as read. (Appendix B to these minutes)

There were no questions raised.

At this point in the meeting Councillor Sunday raised a question regarding the absence of Councillor Reports from the Agenda.

The Clerk provided a verbal explanation.

The Chair of the Council requested Councillor Reports to be included on the agenda for the next meeting.

[Item 13 was taken at this point in the meeting]

6 Previous Minutes [This item was taken after item 13]

6.1 To resolve that the minutes of the Parish Council meeting held on 3rd January 2023 be signed as a correct record of proceedings.

RESOLVED. The Council resolved that the minutes of the Parish Council meeting held on 3rd January 2023 be signed as a correct record of proceedings.

7 Planning Applications

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

7.1 22/04327/APP – 26 High Street, Burcott

Demolition of existing conservatory and erection of single storey side extension.

RESOLVED. The Council resolved to offer No Objection to this application.

7.2 23/00166/APP – 5 Sirett Close, Wing

Householder application for car port conversion and single storey front/side extension.

RESOLVED. To submit an Objection to the planning application as we support our Neighbourhood Plan which states three parking spaces are required for this size property however, we understand there are mitigating circumstances around this application.

8 Recreation Ground Improvements Project

To receive a written report on the progress of the project including any recommendations on actions required at this stage for Council consideration.

Councillor Sunday advised that further to the reported position a meeting had been arranged with the Manager for Friday 3rd February to establish how the project is to be completed. The Car Park was available to be reopened subject to short term closure for white lining that should not be for more than a day.

RESOLVED. The Council resolved that the Council should engage a legal representative and for them to be present at the meeting, if possible at such short notice.

RESOLVED. The Council resolved that the Clerk and Councillors Sunday, Davidson and Cronshaw had delegated authority to source the purchase and installation of a security gate.

9 Quarter 3 2022-23 Actual Spend versus Budget

To review the quarter 3 2022-23 actual spend versus budget report and consider recommendations on budget adjustments from the Finance, HR and Legal Committee.

RESOLVED. The Council resolved to accept the recommendations of no budget adjustments from the Finance, HR and Legal Committee.

10 Appointment of Internal Auditor

To consider extending the contract for the existing internal auditor for either one year or 3 years.

RESOLVED. The Council resolved to reappoint the existing Internal Auditor, Bridget Knight, CiLCA, PSLCC for the next 3 years.

11 Sale of Parish Council Land

To consider an enquiry for the possible purchase of Parish Council land.

RESOLVED. The Council resolved to adopt the policy that it does not sell Parish Council owned open space land.

12 Stewkley Road Concerns

To consider concerns received from a resident regarding traffic issues on Stewkley Road.

RESOLVED. The Council resolved that the residents' concerns will be forwarded to the Unitary Councillors, Buckinghamshire Council Highways Department and the local Police Community Support Officer (PCSO). The PCSO will be requested to increase Police presence in the area particularly during School drop off and collection times.

13 King Charles III Coronation [This item was taken after item 5 on the agenda]

13.1 *To consider hosting a community event during the weekend of King Charles III Coronation and applying for grant funding.*

RESOLVED. The Council resolved to refer this matter to the Environment Committee to consider and report with recommendations.

RESOLVED. The Council resolved to place an advert in What's On In Wing inviting volunteers.

13.2 *To consider offering support to community groups holding celebratory events around the parish for King Charles III Coronation.*

RESOLVED. The Council resolved to defer this item until the report from the Environment Committee had been considered.

[The Chair of the Council offered a break in proceedings to the meeting at 10.00 pm. Members and Officers agreed that the meeting could continue]

14 Buckinghamshire Council – Visitor Economy in Buckinghamshire Survey

To consider submitting a response to The Visitor Economy in Buckinghamshire Survey being held by Buckinghamshire Council. Deadline for submission: 17th February.

RESOLVED. The Council resolved that Councillor Davidson and the Clerk would respond on behalf of the Council.

15 Scheduled Policies Review

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

15.1 *To consider adopting the drafted update of the Publication Scheme.*

RESOLVED. The Council resolved to adopt the drafted update of the Publication Scheme.

15.2 *To consider adopting the drafted update of the Retention Policy.*

RESOLVED. The Council resolved an amendment that the wording of second bullet point be added after a comma at the end of the first bullet point, to correct the sense of the document.

RESOLVED. The Council resolved to adopt the amended update of the Retention Policy

Councillor Sunday advised that in connection with uploading publications to the website the minutes had not been updated on the website for some months indicating that a member of the public had bombarded her publicly about this on social media. The Clerk explained that this was an oversight.

16 Account Balances and Payments

16.1 *To receive the bank reconciliation for November and December.*

Members confirmed receipt and these were taken as read.

Page 3 of 8 These amended minutes were resolved as a true and accurate recording of the Parish Council meeting held on Tuesday 31st January 2023 at the Parish Council meeting held on 28th March 2023.

There were no questions raised.

Councillor Tabiner-Crush requested an update about the faulty streetlight outside the Village Hall. The Deputy Clerk expanded on the information contained in his report.

16.2 To receive and authorise the list of payment transactions for January.

Members confirmed receipt and these were taken as read.

RESOLVED. The Council resolved to authorise the list of payment transactions for January. These are listed as Appendix C to these minutes.

17 Clerk Holiday

To consider the Clerk's request to carry five days over to the 2023-24 holiday period.

The Clerk made a verbal amendment to this request to reduce the period from five to four days.

RESOLVED. The Council resolved to approve the Clerk's request to carry four days over to the 2023-24 holiday period.

18 Co-Option for Parish Councillor Vacancies

To consider applications received for the current Parish Councillor vacancies.

The Clerk advised that there had been no applications for the Council to consider at this meeting.

19 Date of Next Meeting

Tuesday 28th February 23 at 8pm in the Small Hall, Wing Village Hall, Wing.

Meeting Closed: 22.15.

This Clerk's report covers activities during December 2022 and January 2023

- Attended the Environment and Planning Committee meeting on the 6th December.
- Attended the Finance, HR and Legal Committee meeting on the 14th December.
- Returned the Grant Acceptance form for Groundworks for £6,280 regarding the grant for the Neighbourhood Plan and the funds have been received.
- An email was received from a Unitary Councillor asking for confirmation on the Council's position on the proposed Wing Woods. This was responded to stating that the Council remains in full support of the proposal.
- Works order issued to Sports Courts for the trenching work on the recreation ground.
- Purchase order issued to Cawoods for the purchase of the PV panels for the new pavilion.
- Attended the Audit and Local Councils training course on the 19th January.
- Attended an online Building an Effective Personnel Committee training course on January.
- Attended the Youth Council meeting at Cottesloe School on the 26th January.
- Submitted the Council's consultee comments for planning applications from last month's meeting.
- Completed the Charity Commission Annual Return for the Wing Recreation Ground.
- Attended the Finance, HR and Legal Committee meeting held on the 11th January.
- Attended a site visit at the recreation ground.
- Liaising with UKPN, Healthmatic, Councillors and the electrical consultant regarding the 3-phase power supply for the recreation ground.
- Spoken to the Buckinghamshire Council Officer working on the Buckinghamshire Council's plan for Chesterfield Crescent who is redesigning the original plan to accommodate the Neighbourhood Plan green spaces. Once this is received, it will be circulated to Councillors and placed on the agenda of the next available meeting.
- Submitted two application to the Community Board for funding agreed at the Council meeting on the 3rd January.
- Emailed confirmation of acceptance for grant awarded of £360 awarded towards the Coronation trees and bulbs from the Wing and Ivinghoe Community Board.
- Email correspondence
 - Emails from Burcott residents received regarding the planning application for 10 High Street Burcott were responded to and read out at the Council meeting held on Tuesday 3rd January.
 - Email received regarding the possibility of the sale of Parish Council land, this is on the agenda for tonight.
 - Email received from a resident regarding their concerns over traffic issues on Stewkley Road, this is on the agenda for discussion.
 - Emails received from Buckinghamshire Council were circulated to Councillors
 - Emails received from BMKALC were circulated to Councillors
 - Emails received from NALC were circulated to Councillors
 - Enquiry regarding small grant policy and when applications can be made.
 - A couple of housing enquiries were received and passed to Buckinghamshire Council.
 - A couple of enquiries regarding family history have been received and contact information for the Wing Heritage Group were passed on.

Claire Power
Clerk to Wing Parish Council

31st January 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 undertaking Actions from the meetings.

Recording of planning application responses

Servicing of FHR&L Committee Meetings

No involvement this month.

Servicing of Environment Committee meetings

Streetlights

- We are liaising with Stewkley regarding the possibility of joint arrangements for ongoing maintenance provision to the streetlights.

External meetings

No involvement this month.

Financial administration

Ensuring all invoices received referred to the RFO.

Personnel

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

Facilities /services administration

1) Streetlights

a) Damaged Street lights

All insurance claims were concluded and have now been paid out net of the excess, in each case.

A revised certificate of usage was requested and has been received from UKPN. This covered the reduced usage for the streetlights during the 14 months preceding the reconnection of the final light, which is the maximum period for which a refund can be obtained. The certificate was provided by UKPN directly to our electricity suppliers who have provided revised invoices and credit notes to the RFO. The financial details are provided by the RFO later in meeting.

b) Faults

Two faults were reported and Sparkx Ltd asked to attend:

- LP155 – Footpath adj to 49 Dormer Avenue This has now been reinstated after replacement of the photocell
- LP056 – o/s Village Hall – The supply was tested and found not to be present. This was reported as a fault to UKPN by Sparkx Ltd. No date for a repair has yet been received.

Trees

Macaulay tree services were approached before Christmas in December with a request to attend at Long Spinney to render tree tagged 02833 safe. This has been followed up and at the time of writing a response is awaited.

Councillor liaison

Dealing with or assisting Proper Officer of the Council (Clerk) to deal with specific Councillor issues/enquiries.

General administration

Dealing with Phone calls, Post & Emails.

Updating Council records.

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

- 1) An enquiry was received from a resident reporting a road sign obscured by vegetation near the Dormer Avenue/Stewkley Road roundabout. Details of Fix my street were provided for them to report their concerns to Highways.

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

No training has been undertaken this month.

Author: John Furniss
Deputy Clerk
Wing Parish Council

25/1/23

Appendix C

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT JANUARY 2023

<u>Payee</u>	<u>Description</u>	<u>Pay't Method</u>	<u>Amount (£)</u>	<u>VAT (£)</u>
Salaries	Clerk Salary & Exps, Deputy Clerk Salary and Exps, Litter Collection and NEST - Jan 23	electronic		£ 4,499.19
HMRC	NIC & PAYE - Jan 23	electronic		£ 1,199.59
Wing Hall Trust	Office Rent - February - Inv 105696	SO	£ 375.00	
Wing Hall Trust	Small Hall Hire (3rd and 31st Jan)	electronic		£ 89.60
Joanna Craig	Website Hosting - January 23 - Inv 5067	SO	£ 19.50	
Goldleaf Groundcare	Grounds Maintenance - January - Inv 12887		SO	£ 297.63
	£ 49.60			
SSE	Electricity - December 22	Direct Debit	£ 379.66	£ 18.07
What's On In Wing	1/2 Parish Council News & 1/4 Page Long Spinney - February 23 Issue – Inv 10349		electronic	
£ 30.00				
SparkX	Attend Faulty Lampposts (Outside Village Hall and on Dormer Avenue) – Inv 4498	electronic		£ 393.00
	£ 65.50			
Advantis	PAYE & NIC 2016-17 & 2017-18 Arrears	electronic	£ 821.99	
KDK Archaeology	Archaeological Monitoring Visits, Report Production and Archive for the			
	Recreation Ground - Inv 550.3	electronic	£ 3,708.00	
	£ 618.00			
Cawoods Electricians	25% Deposit for the PV Panels - Inv 7829		electronic	
£ 3,498.67	£ 583.11			
BMKALC	Clerk Training - Audit Training for Parish Councils - Inv 4314	electronic		£ 70.00
			£ 15,381.83	