

Wing Parish Council

Minutes

of the Wing Parish Council meeting held on Tuesday 30th May 2023 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Present: Cllr D Kellner, Cllr J Lomas, Cllr L Tabiner-Crush, Cllr Tring, Cllr J Mortain-Cogar, Cllr P Cronshaw, Cllr S Davidson, Cllr H Sunday and Cllr L Gilbert.

Buckinghamshire Councillors: Diana Blamires and Peter Cooper.

Officer: Claire Power, Clerk and RFO.

Public: 0

Minutes: Claire Power

Start Time: 8.00 pm

All agenda items prefix : 2305

1 Elect the Chair of the Council

Each Councillor was invited to put themselves forward for the position of Chair of the Council. Councillor Sunday put themselves forward for consideration.

Resolved: To elect Councillor Sunday as Chair of the Council.

Councillor Sunday signed the Declaration of Acceptance of Office for the position of Chair of the Council.

2 Elect the Vice Chair of the Council

Each Councillor was invited to put themselves forward for the position of Vice Chair of the Council. Councillor Davidson asked to be considered. Councillor Kellner was asked if they would like to share the role of Vice-Chair of the Council.

Resolved: To elect Councillor Davidson and Councillor Kellner as Vice-Chairs of the Council.

Councillor Davidson and Councillor Kellner both signed a Declaration of Acceptance of Office for the position of Vice-Chair of the Council.

3 Chair of the Council's Welcoming Statement

Councillor Sunday welcomed everyone to the meeting. She thanked Councillor Kellner and Councillor Lomas for their service as Chair and Vice-Chair of the Council.

4 Public Participation

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

4.2 Unitary Councillor Reports

Councillor Blamires provided a verbal report to the meeting containing information on the new boundary arrangements from 2025 meaning Wing will have two ward Unitary Councillors, various grass cutting and hedge cutting updates-

Councillor Cooper thanked the previous Chair and Vice-Chair of the Council and welcomed the new Chair and Vice-Chairs of the Council. He then provided a verbal report to the meeting giving additional information regarding the boundary arrangements from 2025, he had passed on a message to a resident that the hedge on the recreation ground is scheduled for October and requested the owner of the field by Park Gate is contacted to let them know the 'No Parking' sign is missing.

5 Governance

5.1 Apologies for Absence

No apologies were received as all Councillors were present.

5.2 Declaration of Interests from Members on Agenda Items

Councillor Kellner declared an interest in the Recreation Ground.

Councillor Lomas declared an interest in the Recreation Ground.

Councillor Tabiner-Crush declared an interest in the Recreation Ground.

Councillor Cronshaw declared an interest in the Recreation Ground.

Councillor Mortain-Cogar declared an interest in the Recreation Ground.

Councillor Davidson declared an interest in the Recreation Ground

Councillor Sunday declared an interest in the Recreation Ground.

Councillor Tring declared an interest in the Recreation Ground.

Councillor Gilbert declared an interest in the Recreation Ground.

5.3 Dispensations

The Clerk confirmed that all Councillors present have current dispensations to speak and vote on Recreation Ground matters and the dispensation would remain in place until the next election of the Council due in 2025.

6 Parish Reports

6.1 Representatives on Outside Bodies Reports

6.1.1 The written report received from Councillor Tabiner-Crush on the May Wing Hall Trust meeting was noted.

6.1.2 The written report received from Councillor Tring following attendance at the North Buckinghamshire Parishes Planning Consortium on the 22nd May 2023 was noted.

6.2 Councillor Reports

Councillor Kellner provided a verbal report on the Annual Parish Meeting and the play equipment on Jubilee Green.

Councillor Tabiner-Crush provided a verbal report on the issues reported on FixMyStreet, wildflower planting and the planters in the village.

Councillor Davidson provided a verbal report on the HS2 grant application.

6.3 Clerks' Report

The written report from the Clerk regarding an update on actions from previous meetings and activities since the last Full Council meeting was noted.

7 Previous Minutes

7.1 **Resolved:** To amend the drafted minutes by adding Councillor Gilbert to the list of Councillors present at the meeting held on 25th April 2023.

Resolved: That the amended minutes of the Parish Council meeting held on 25th April 2023 be signed as a correct record of proceedings.

8 Planning Applications

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

9 Recreation Ground Improvements Project

9.1 A verbal report was provided by Councillor Cronshaw on the current status of the project, the activity during the month and the next steps.

9.2 Discussions took place regarding the quote received from UKPN to provide a 180kva supply to the recreation ground.

Resolved: To defer this item to an extraordinary meeting to be called during June.

9.3 The discussions on bringing the 180kva supply across the recreation ground to the new pavilion was agreed to be added to the extraordinary meeting being called.

Resolved: To defer this item to the same extraordinary meeting to be called during June as item 9.2.

10 Schedule for Review

Resolved: To amend the drafted schedule for the review of Council Policies to include a Councillor in the review with the Clerk.

Resolved: To accept the amended schedule for reviewing the Standing Orders, Financial Guidelines and other Council policies.

Items 11 and 12 were discussed together.

11 Delegation Arrangements

Resolved: To set up a task and finishing working party to assist the Clerk to:

- 1) carry out a review of the Terms and References of the Finance, HR and Legal Committee to bring back to the June Council meeting.
- 2) carry out a review of the working parties Terms of Reference to bring back to the July Council meeting.
- 3) carry out the review of policies and bring recommendations to the Council in accordance with the agreed schedule of review.

Resolved: To appoint Councillors Sunday, Davidson, Tring, Tabiner-Crush and Gilbert as members of the task and finishing working party.

12 Terms of Reference

A resolution was passed and recorded under item 11 for the review of the terms of references.

Resolved: To change the Environment and Planning Committee into the Environment and Community Safety Working Party and incorporate the Road Safety Speedwatch working party.

Resolved: To no longer have a Communications working party.

Resolved: To keep the Youth Council terms of reference the same but review them again in six months time.

13 Appointment of Members

Resolved: To appoint Councillors Sunday, Davidson, Lomas, Tabiner-Crush, Kellner and Cronshaw to the Finance, HR and Legal Committee.

Resolved: To appoint Councillors Sunday, Davidson, Kellner, Lomas, Tabiner-Crush, Tring, and Gilbert to the Environment and Community Safety working party.

Resolved: To appoint Councillors Sunday, Davidson and Cronshaw to the Recreation Ground Improvements Project Working Party.

Resolved: To appoint Councillors Sunday, Davidson, Kellner, Lomas, Tring and Gilbert, to the Neighbourhood Plan Review Working Party

Resolved: To appoint Councillors Sunday, Davidson and Gilbert to the Jubilee Green Improvements Working Party.

14 New Committees

Resolved: No new Committees are to be set up.

15 Meeting Dates

15.1 **Resolved:** The ordinary meetings of the Council are to be held on Tuesday 27th June, Tuesday 25th July, Tuesday 26th September, Tuesday 31st October, Tuesday 28th November, Tuesday 9th January 24, Tuesday 30th January, Tuesday 27th February, Tuesday 26th March, Tuesday 30th April and Tuesday 28th May (Annual Parish Council Meeting) in the Small Hall, Wing Village Hall, Leighton Road, Wing commencing at 8pm.

15.2 **Resolved:** The ordinary Finance, HR and Legal committee meetings are to be held on Wednesday 12th July, Tuesday 17th October, Wednesday 13th December, Wednesday 17th January 24 and Tuesday 16th April and will take place in the Parish Office.

Resolved: The first meeting of the Environment and Community Safety Working Party will take place on Tuesday 20th June in the Parish Office.

15.3 **Resolved:** The Annual Parish Meeting is to be held on Friday 10th May at 7.30pm in the pavilion on the recreation ground.

16 Subscription to other Bodies

Resolved: To continue with the current Council's and Officers subscription to the following bodies: National Association of Local Councils, Buckinghamshire and Milton Keynes Association of Local Councils, Society of Local Council Clerks (for the Clerk and to be reviewed during the recruitment process of a deputy Clerk), North Buckinghamshire Parishes Planning Consortium and Parish Online.

17 Council Representatives on Local Bodies

Resolved: To appoint the following Councillors as Council representatives on and work with external bodies as follows:

17.1 Buckinghamshire and Milton Keynes Association of Local Councils – Councillor Tring

17.2 Buckinghamshire Council Liaison – Councillors Tring and Gilbert

17.3 Wing and Ivinghoe Community Board – Councillors Kellner, Tring, Tabiner-Crush, Davidson and Sunday

17.4 North Buckinghamshire Parishes Planning Consortium – Councillor Tabiner-Crush

17.5 Wing Village Hall Trust – Councillor Tabiner-Crush

17.6 Dormer Hospital Trust

17.6.1 **Resolved:** To renew the appointment of Parish Council nominated trustee Sean Kelly for another term.

17.6.2 **Resolved:** To appoint Lorraine Shephard as a Parish Council nominated trustee.

17.6.3 The current Parish Council nominated Dormer Hospital Trust trustees Claire Collier and Robert Barber were noted.

18 Parish Council Office

- 18.1 **Resolved:** To agree to the Parish Office rent increase on the contract for April 2023 to March 2024.
- 18.2 **Resolved:** To agree to the signing of the memorandum to the Parish Office rental agreement for April 2023 - 2024.
- 18.3 **Resolved:** To amend the current bank Standing Order to reflect the increase in rent.

19 Internal Audit

The Internal Auditors report for the financial year 2022/2023 was noted and that no comments for action were contained in the report.

20 Annual Governance Statement

The Annual Governance Statement 2022/23 was read out in full with each section agreed in turn as part of the Annual Return for the year ended 31st March 2023.

Resolved: To approve the Annual Governance Statement 2022/23 as part of the Annual Return for the year ended 31st March 2023.

The Annual Governance Statement was signed by the Chair of the Council and the Clerk.

21 Annual Accounting Statement

Resolved: To approve the Annual Accounting Statement 2022/23 as part of the Annual Return for the year ended 31st March 2023.

The Accounting Statement 2022/23 was signed by the Chair of the Council.

22 Community Grant Applications

Resolved: To grant the Community Grant request received from Wing Gardening Club for £400.

23 Buckinghamshire Council Consultation Response

Resolved: To accept the drafted 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 and for it to be submitted.

24 Account Balances and Payments

24.1 The circulated bank reconciliation for April was noted.

24.2 **Resolved:** To authorise the list of payment transactions for May.

24.3 **Resolved:** To authorise the 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).

24.4 **Resolved:** The re-confirmation of the current direct debits and standing orders.

25 Co-Option for Parish Councillor Vacancies

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

26 Handyperson Vacancy

Resolved: To appoint two handy people as contractors, Mr Pearce and Mr Taylor, to be called upon as required to carry out ad hoc work around the village.

At this point in the meeting, Councillor Mortain-Cogar handed in a written resignation letter.

27 Date of Next Meeting

The date of the next meeting was confirmed under agenda item 15.1 as Tuesday 27th June 23.

Close of meeting: 10.05pm

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT MAY 2023				
Payee	Description	Pay't Method	Amount (£)	VAT (£)
Salaries	Clerk Salary & Exps, Litter Collection and NEST - May 23	electronic	£ 2,916.19	
HMRC	NIC & PAYE - May 23	electronic	£ 856.30	
Joanna Craig	Website Hosting - April 23 - Inv 5196	SO	£ 19.50	
Goldleaf Groundcare	Grounds Maintenance - April - Inv 13055	SO - £297.63 Electronic - £876.87	£ 1,174.50	£ 195.75
SSE	Electricity - April 23	Direct Debit	£ 306.20	£ 14.57
Sports Courts	MUGA Final Invoice - Inv SC/23/7217	electronic	£ 1,440.00	£ 240.00
Sports Courts	Sub main work Final Invoice - Inv SC/23/7237	electronic	£ 16,160.40	£ 2,693.40
Bridget Knight	Internal Audit for 2022-23	electronic	£ 170.00	
Cottesloe School	Library Hire for Annual Parish Meeting - 12th May 23	electronic	£ 50.00	
Direct 365	Quarterly Bin Rental 14/5-13/8 and Duty of Care Doc	electronic	£ 234.25	£ 39.04
SparkX	Repair streetlight outside 17 Willow Way and chased UKPN on the dead service of the streetlight outside Wing Village Hall - Inv 4712	electronic	£ 275.40	£ 45.90
Payments approved during items on the agenda:				
Wing Hall Trust	Office Rent - June - Inv	SO	£ 390.00	
Wing Gardening Club	Community Grant 2023-24	electronic	£ 400.00	
Liz Tring	Coffee for Annual Parish Meeting	electronic	£ 12.00	
Louise Tabiner-Crush	Plants for Village Hall Planters and the Village Pump	electronic	£ 40.92	
			£ 24,445.66	

- Various E-mails circulated from:
 - Buckinghamshire Council
 - Buckinghamshire and Milton Keynes Association for Local Councils
 - National Association of Local Councils
- Actions from previous meetings
 - The resolved 'Objections' comments for planning application 23/00991/APP – 17 Moorhills Road, Wing was submitted.
 - The resolved 'No Objections' comments for planning application 23/01215/APP – Faccenda Foods, Wellington Farm, Stewkley Road, Wing was submitted.
 - Councillor L Gilbert Register of Interests form was sent to the Democracy team at Buckinghamshire Council and they confirmed it has been placed on their website.
 - Wing Women's Institute was contacted to let them know their Community Grant application was successful. They responded asking for their sincere thanks to the Parish Council and they hope Councillors will attend their open day in September.
 - A letter was sent to the Environment Agency regarding the smell of sewerage in Burcott by the stream. The letter was copied to Greg Smith MP and the ward Unitary Councillors.
The Environment Agency responded that it was not under their remit to investigate the situation and suggested the local authorities Environmental Health department should be asked to look into the matter.
The letter was sent to the Environmental Health team with a covering email requesting assistance in resolving the matter, the email was cc'd to the Unitary Councillors and forwarded to all Parish Councillors.
 - A holding email was sent to the applicants following the interviews held for the Handyperson Contractor vacancy to let them know the Council will be considering the position at the May meeting and they will be notified of the decision shortly after.
 - The solicitors have been contacted regarding the acceptance of the revised plan. They required two signatories plus a witness signature on the plan for them to complete the land transfer. This has been completed and passed to them for the transfer to be finalised.
 - The Annual Parish meeting was arranged and held on Friday 12th May in the Library at Cottesloe School commencing at 7.30pm.
- Best Kept Village Competition
 - The application form and maps for the Best Kept Village have been submitted.
 - The marking schedule and rules for 2023 plus the results and notes from the 2022 competition were circulated to all Councillors.
- Recreation Ground
 - Attended a meeting with Councillor Cronshaw at the new pavilion for a supplier visit to enable them to submit a quote on installing fire extinguishers and the on-going maintenance.
 - Contacted Healthmatic requesting the account be corrected and invoices submitted so the remaining balance of the contract can be paid less the 2% retention as per the contract.
 - Delegated authority was used to instruct Sports Courts to carry out the amended trenchworks with no change in the cost.
 - The Tennis Club and the Football Club were contacted following Sports Courts request for access to both pavilions during week commencing 15th May.
 - Delegated authority used to instruct Fire Guard Services to supply, install and carry out the 1st year services for the required fire extinguishers for the pavilion at a cost of £500 plus vat and also for the required 4 x fire action signs which will go above the manual call points at a cost of £20 plus vat.
 - Cawoods are trying to arrange the DNO for installing the solar panels but UKPN require additional information. Our UKPN contact information was passed to Cawoods so they could gain the information required relating to the new electrical supply to the recreation ground.
 - A phone call was received from the Tree Officer at Buckinghamshire Council enquiring about the trenching work being carried out on the recreation ground and asked if any further trenching works were planned. A response was sent to say all work had been carried out.
 - The Bowls Club have been in contact to say that the power to the changing rooms has not been connected. This is being taken up with Healthmatic to resolve the situation.

- **Streetlights**
 - Chased the outstanding faulty streetlight outside Wing Village Hall. SparkX came out to see if UKPN had been out but not communicated it but and there was still no supply. They chased UKPN's faults department who need to wait for traffic management and planning before they can fix the fault.
 - 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 resolve the issue.
- A Youth Council meeting was held on the 11th May 23. The Youth Councillors visited Jubilee Green and the allotment located in the Leighton Road Allotments so they could gather information for their projects.
- The End of Grant Report was completed and submitted to Groundworks for the 2022-23 Neighbourhood Planning funds. The unspent funds were also returned.
- Thanks to residents who have helped keep Wing and Burcott tidy. Particularly the resident that cleaned out the shelter on the Recreation Ground, the residents who regularly carry out litter picking around Wing and Burcott and to the Scouts for holding a litter pick on the Monday following the Coronation and those that attended the event.
- The Annual Parish Meeting took place on Friday 12th May in the Library, Cottesloe School. A report on the Council's activities over the previous year was prepared for the Chairman to use as guidance during the meeting. Emails had been sent to community groups in the parish inviting them to come along and give a short presentation on their activities over the past year and what they have planned for the coming year, if they were not able to have a representative at the meeting, they were given the option to send a report over which would be read out by the Chair of the meeting. The meeting was well attended and was followed by a social gathering with refreshments.
- Both schools have requested an update on the traffic situation on Church Street. The enquiry was circulated to Councillors.
- Councillor Tring asked Goldleaf Groundcare to cut back the vegetation in the alleyways and to reduce the vegetation on the entry to Jubilee Green from Redwood Drive.
- The documents required for the external audit were created and submitted to the Internal Auditor along with all the documents needed for the internal audit to be carried out.
- Clerk's delegated authority was used to book new Councillor, Councillor Gilbert on to BMKALC's training course 'Councillor Training for Town, Parish and Community Councils' on the 22nd June.
- The public liability insurance policy was received from the Scouts regarding their public litter pick taking place from Jubilee Green on Monday 8th May as part of the King's Coronation Volunteers Day.
- A report was received from a member of the public that there was a large hole in the grass at Jubilee Green. Councillors Kellner and Lomas attended to the concern and filled in the hole.
- Confirmation from Unity Trust Bank has been received confirming Councillors Davidson and Sunday are now authorised signatories and letters have been sent to them to access the banking system. Confirmation was also received that the ex-Deputy Clerk had also been given access to view the banking system. Action has been taken to remove the access.
- The replacement bin for Church Street was received and installed.
- Grass cutting enquiries in several areas around the village were sent to the Unitary Councillors and to Streetscene. The grass cutting has been carried out.
- Information on the Almshouses AGM has been received and circulated to Councillors.
- Councillor Tring saw that soil was being dumped into the strip of drainage land behind Meadow Way. A resident was having gardening work carried out, so Councillor Tring spoke to them regarding the soil that had been dumped and was told their gardener takes all the soil away in bags soil wasn't them. Councillor Tring asked that if they see who is dumping the soil to let them know it is fly tipping and asked for it to be reported to the Parish Council.
- Information on a Buckinghamshire Council consultation on a draft policy for charitable collections. The deadline for responses is 20th June 23. This has been circulated to Councillors.
- Information on a Buckinghamshire Council consultation on the Town and Parish Charter was received. The deadline for responses is 16th July 23. This has been circulated to Councillors and will be included on the June agenda for the Council to consider sending a response.
- The rental agreement from the Wing Hall Trust for the parish office has been received and added to the May agenda.

- Enquiries Received From Residents

- A resident enquired as to when the basketball hoops would be put up in the new MUGA. A response was sent that they would be installed following the line marking painting.
- A resident asked why there were drill holes in the pavement on Leighton Road. The enquiry was passed onto the Unitary Councillors.
- A resident enquired about the location of the MVAS locations, particularly the one currently located on Soulbury Road, Burcott. They asked if the location of the MVAS units was an aide to justifying having speed cameras fitted. A response was sent letting them know that the MVAS units are only allowed to be placed at pre-approved sites and that the Parish Council does not have any current plans to install any speed cameras in the parish.
- A resident emailed requesting stick bollards on Stewkley Road. This email was passed to the Unitary Councillors.
- A resident has sent an email regarding 23/01396/CPL asking for the Parish Council's support. The Parish Council is not a consultee on CPL applications so the query was passed to the Unitary Councillors. The information was also circulated to all Parish Councillors.
- A resident requested to view the minutes from the 1960's and 1970's. A meeting was arranged for them to view them in the parish office.
- Following the Annual Parish Meeting, a few residents requested a copy of the Wing and Ivinghoe Community Board annual report for 2022-23. The report was emailed to them.
- A member from the Football Club enquired about the Community Grant scheme. The policy and application form were emailed to them, other grant funding opportunities information was also provided.
- An email was received from a resident regarding cars parked on Dormer Avenue around the Beech Tree Lane and Stewkley Road junctions and how dangerous it is. The information was passed onto the Police and the Unitary Councillors.
- An email has been received from a resident to make the Council aware of a proposed Solar Farm in Ledburn which is in the pre-application stage. A public consultation is being held on Thursday 1st June between 3pm – 8.30pm in Mentmore Village Hall.

Report written by: Claire Power

Dated: 29th May 2023