

# Weedon Parish Council Minutes of Meeting

Tuesday 21 May 2024 7.30pm

Minutes of the Annual Parish Council Meeting of Weedon Parish Council held in The Old Schoolroom Tuesday 21 May 2024 7.30pm

**Present: Cllrs J Rose (Chair), W Kett, S Gibbs, T Jameson-Evans**

**Clerk: Ruth Millard**

**Members of the Public: Glyn Thomas, Bucks Council Cllr Diana Blamires**

## 37/24 Nomination and Acceptance of Office of Chair and Vice Chair

Wendy Kett nominated Joanna Rose as Chair, Tom Jameson-Evans seconded, JR accepted. All members agreed.

Tom Jameson-Evans nominated Sarah Gibbs to be Vice Chair, seconded by Wendy Kett. All members agreed.

## 38/24 Apologies and Members' Interests

Members accepted apologies for absence from Cllrs David Atkins & G Delaney, Bucks Council Cllr Ashley Bond.

No interests declared.

## 39/24 Open Forum

Glyn Thomas complained about non-cutting of the grass verge along the footway on New Road and the far end of Footpath 12 through Lilies land. JR explained that the PC cuts the New Road footpath twice a year, to supplement Bucks Council's minimal number of routine cuts. It is also usually cut by the event organisers of the Car Show in May. Unfortunately, it was only cut up to the level of the gates of the field this year. Regarding footpath 12 the Parish Council cuts the footpath 3 times a year under Devolved Services. When the footpath is on private land, it becomes the responsibility of the landowner. This year the Lilies cuts were late. JR agreed to liaise more closely with landowners and show organisers in future years to improve access more promptly.

Bucks Council Cllr Diana Blamires updated on the Cooks Hill planning application. New data from Bucks Council appears to show that there may well be sufficient provision of traveller sites elsewhere in Bucks. She reported that she has been appointed Deputy Community Board Manager of the Wing and Ivinghoe CB.

## 40/24 Approval of Minutes

Members agreed the minutes from the Planning Meeting 16 May 2024. JR signed the minutes as a true representation of the meeting.

## 41/24 Review of Council's Statutory and Governance Documents for 2024/25

Members reviewed the policies and agreed updates as follows.

a. Standing Orders. 18 a (v) and 18 c were amended to reflect relevant thresholds in the new Financial Regulations.

b. Financial Regulations. A new model for 2024/25 had been sent from BALC, which had been reviewed in detail against the current version by Cllr SG and sent out to other members in advance. Proposed amendments were agreed and a new version will be finalised by SG.

c. Code of Conduct d. Complaints Procedure e. Privacy Policy and Notice g. Risk Assessments h. GDPR Data Audit & Retention of Documents Policy. The documents were reconfirmed by members.

i. Information Policy j. Procedure for requests made under the Freedom of Information & Data Protection Act. The documents have been combined as one "Information Policy and Procedure" and re-confirmed.

f. Equality & Diversity Policy. Some additions would be made during the year, but the current document was reconfirmed.

Press & Media Policy will be reviewed.

BALC had sent through a model Biodiversity Policy. Members agreed this was not required for Weedon.

All the members reconfirmed the documents for 2024/25 as being robust and appropriate with the agreed amendments. **Action:** SG to complete revised versions, JR to update the website.

## 42/24 Appoint representatives

JR volunteered to continue to attend Buckinghamshire Council Community Board Wing & Ivinghoe. Members agreed.

#### 43/24 Review Inventory of Assets and Confirm Insurance Cover

Members reviewed the inventory of assets and confirmed:

Disposals Printer/Scanner A3 £141.67 (ink dried up) and Litter Bin Green (damaged beyond repair) £24.50. Total disposals £166.17.

Additions Litter Bin Green A413 £126.95 and Speed Control MVAS sign 3 £2,339.99. Total additions £2,466.94

Last year total £117,702.75 less £166.17 plus £2,466.94 reconciles to **£120,003.52** Total at 31-03-24

Members noted that the insurance for 2024-25 is with Zurich Municipal 01/06/2024 – 31/05/2025. The Parish Council agreed a long-term agreement until 01/06/2026.

44/24 Review of the Council's subscriptions. Members noted that the Parish Council was a member of NALC (National Association of Local Councils) & BMKALC (Bucks and Milton Keynes Association of Local Councils) and the Clerk had a membership of SLCC (Society of Local Council Clerks) paid for by the Parish Council. Also, the Parish Council was up to date with the annual payment to the Information Commissioner's Office.

#### 45/24 Determine time and place of ordinary meetings for the next year.

Members agreed the time and place of ordinary meetings of full Council, up to the next Annual Meeting as third Tuesday of the odd months July, September, November, January, March and May at 7.30pm in the Old Schoolroom, Weedon.

#### 46/24 Annual Governance and Accountability Return 2024/25

a. Members agreed to submit AGAR form 2 Exemption Certificate as receipts and payments for 23/24 were less than £25,000. Chair and RFO signed the document.

b. Members agreed to appoint Brian Fludgate as Internal Auditor.

c. Members agreed to sign off the AGAR at an interim meeting in June after the internal audit.

#### 47/24 Planning

a. Legal agreements for gap land at 50 Aston Abbotts Road. SG is still waiting to hear from landowner's solicitor.

b. Responses to current planning applications. Clerk confirmed submission of Objection letter to Cooks Hill application and No Objection with comments to Rectory Farm application.

#### 48/24 Finance and Accounts

a. Payments b. Accounts. Members agreed the statement of accounts and bank reconciliation for year-end 31 March 2024.

March/April 2024 Balances

Business Account	27 March 2024	17,049.42
Treasurers Account	27 March 2024	1000.00
Business Account	30 April 2024	18,177.22
Treasurers Account	30 April 2024	1,000.00

Income March/April 2023

Business Account ....3205	11 March 2024 - Interest	<b>19.20</b>
	09 April 2024 - Interest	<b>14.14</b>

Direct Debits Feb/Mar 2023

SSE, invoices 01.02.2024-29.02.2024 Acc. for Feb 2024	LGA 1972, Sched. 14 para	DD	<b>44.31</b>
SSE, invoices 01.03.2024-31.03.2024 Acc. for Mar 2023	LGA 1972, Sched. 14 para	DD	<b>47.49</b>

Invoices for online payments

<b>MAY 2024</b>			
Playsafety Ltd. Invoice 79107	LG(Misc Prov)A 1976, s19 & LGA 1972, s214	BP 474	<b>122.40</b>

c. Clerk Appraisal and Salary Review. Members agreed to set a date in January for the annual Clerk Appraisal.

## 49/24 Environment

a. Footpaths, Footways and Highways. *Updates and action.*

*i. Speed Control.* Members agreed to revisit the issues of installing the new ElanCity MVAS, to include meeting in the area of Position 6 to find the original ground screw. Also, to review the need for a taller pole. **Action:** JR, SG, GD, WK.

Members also agreed to plan for a blitz week of Speed Watch in September. **Action:** SG

*ii. Footpaths, gates, signs.*

*iii. Dog & Litter bins.* Members discussed disposing of the pole-mounted litter bin on a pole at the Gap rather than moving it, as the pole is concreted into the ground. It would be replaced with a new bin in the ground-fixed timber style at the Park and Pond, placed in the right hand corner of the site. **Action:** JR will make a proposal.

*iv. Bucks Highways.* Village main road splays need grass cutting and FixMyStreet reports have been made.

*v. Devolved services.* The members agreed to leave sign cleaning for this year.

*vi. Best Kept Village.* The contractor has been asked to proceed with the weedkilling asap, or weed clearance with strimming if the weather conditions are not suitable for weedkiller application.

b. Street lighting. Nothing to report.

c. Park and Play Area. *i. Inspections.* Noted that the annual Park inspection has taken place and that new volunteers for interim inspections have come forward.

*ii. Horticultural.* Contractor is working well.

d. Pond, Grass, Hedges and Verges.

To include wildflower verges, village tidiness/litter, overhanging hedges/trees, horticultural works

The residents who help look after the ducks on the pond have concerns with the white Aylesbury ducks. The pond is down to 4 and all the neighbours down Stockaway are loth to replace any more. Many times, they have purchased new ducks and hatched eggs, but the ducks repeatedly get taken by the fox, as they do not fly well and cannot escape. **Action:** Members agreed to leave the pond natural with its visiting wild ducks and moorhens, with no further intervention to replace the Aylesburys.

e. Management of Weedon Graveyard.

*i. Horticultural.* The contractor has not been clearing cut grass from around gravestones. **Action:** JR will contact them again.

*ii. Applications for burials, memorials and EROBs.* Nothing to report.

*iii. Graveyard works.* Members agreed that the work to the rear of the graveyard can commence. **Action:** JR will contact the contractor.

f. New capital projects. *i. New seat at gap land.* Purchase and installation should wait until the driveway of the new house is finished. **Action:** JR will talk to MP about the drive and to the contractor about bringing in topsoil to increase the height of the area where the bench will be.

*ii. Further projects for 24/25.* No proposals to date.

## 50/24 Correspondence and Communications

a. Annual PC newsletter. Agreed to produce newsletter in similar form to previously. **Action:** JR

b. Website. Members considered the possibility of moving to a gov.uk domain, but decided it was not necessary.

c. Community Board. JR continues to attend meetings.

d. Casual Vacancy. No-one had responded to the advertising in the parish magazine. **Action:** Members will consider approaching individuals informally.

**51/24 Date of next meeting.** An interim meeting will be scheduled in June to sign off governance and accountability return. Date to be agreed after Clerk has established when the Internal Auditor will be finished. The next general meeting will be on Tuesday 16<sup>th</sup> July.

The meeting closed at 9.30 pm.

Chair Signature .....

Date.....