

# DRAFT

## TURWESTON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 3 MAY 2016

**Present:** Cllrs D Richards (Chairman), C Cooke, A Kirkland, H Morrison, J Tilley, H Sime (Parish Clerk).  
Cllr R Stuchbury (Bucks CC).

**In Attendance:** No members of the public were present.

		Action
1.	<b>Election of Chairman:</b> It was proposed by Cllr Morrison, seconded by Cllr Cooke and passed unanimously that Cllr Richards continue as Chairman.	
2.	<b>Chairman's Acceptance of Office:</b> Cllr Richards accepted the nomination to continue as Chairman.	
3.	<b>Apologies for Absence:</b> Cllr Fealey is on holiday.	
4.	<b>Declarations of Interest:</b> The Councillors declared an interest in item 12 of the Agenda as all their properties were affected by the proposed HS2 Rail Link. Members would take a practical view and represent the interests of the electorate.	
5.	<b>Confirmation of Clerk as Responsible Financial Officer:</b> Proposed Cllr Morrison, seconded Cllr Tilley.	
6.	<b>To receive Councillor Cooke's resignation:</b> Cllr Cooke tendered her resignation. She has been a Councillor since 2001 but, as a result of HS2, will be leaving the village. Councillors expressed thanks for all the work she has done for the village and wished her well in the future. Councillor Cooke left the meeting at 7.10pm.	
7.	<b>Minutes:</b> The Minutes of the meeting held on 15 March 2016 were approved as a true and accurate record. Proposed Cllr Tilley, seconded Cllr Morrison.	
8.	<b>County Councillor &amp; District Councillor Reports:</b> Cllr Fealey was unable to attend the meeting, but sent a report which had been previously circulated.  Cllr Stuchbury gave a report of the work he has been doing over the past few months, with particular regard to education, rights of way and the expansion of Buckingham. Cllr Stuchbury asked to be kept informed of progress with the traffic calming scheme and Cllr Tilley will liaise with him.	<b>JT</b>
9.	<b>Parish Roads/Paths/Verges:</b>	
i)	The litter pick held on Saturday 9 April was attended by 11 residents who cleared litter and cleaned road signs.	
ii)	The provision of dog bins was discussed but it was generally felt that this was not a practical solution to the problem and it was resolved to take no further action.	

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10.	<p><b>Report on Planning:</b>  <u>Applications</u>  <b>16/01054/APP</b> – Erection of Two Hay Barns, Turweston Hill Farm. <b>No objection.</b>  <b>16/00981/APP</b> – Proposed Manege, Turweston Hill Farm. <b>No objection.</b>            It was resolved to ask Cllr Fealey to seek clarification regarding the mechanism for planning decisions where the PC has objected. Cllr Morrison to check.</p>	HM
11.	<p><b>Brackley Developments:</b>            Traffic calming project update – Cllr Tilley reported on progress to date. He has drafted a letter to residents, setting out the proposals and advising that he will be available in the Village Hall from 6pm – 8pm on 10 May 2016 to answer questions. The letter was discussed and a few minor revisions made. Cllr Tilley to send document to the Clerk for circulation to the Village List.</p>	JT/ Clerk
12.	<p><b>HS2 Rail Link:</b></p> <p>i) Hybrid Bill update – Written assurances have been received from HS2. Petitions won't be heard in the House of Lords until June. Should be finished by November, with the Bill going through in December.</p> <p>ii) Contracts for HS2 early access agreements for survey purposes were discussed. It was resolved to review these at the next meeting once more information is received from Sebastian Jew.</p> <p>iii) STOP HS2 account balance at 3 May, £1100.</p>	
13.	<p><b>Report on the Playing Field</b>            Cllr Tilley inspected the Playing Field on a regular basis. Cllr Kirkland to take over from May.</p> <p>There is no sign on the gate at present, which is leading to an increase in dogs on the Field. A new sign is being produced at a cost of £138.54. This is to be made of rigid acrylic and will be bolted to the gate. Councillors questioned whether it might be worth having an extra sign made, if the cost of another one is less than £50.</p> <p>Moss is growing on the safety surface and needs to be removed. It would be prudent to take advice from Wicksteed as to how they recommend cleaning before any action is taken.</p>	Clerk
14.	<p><b>Report on other Organisations:</b>            The next Buckingham Local Area Forum meeting is on Tuesday 14 June. Clerk to circulate Agenda when it is available.</p>	Clerk
15.	<p><b>To report on Turweston Airfield:</b>            Cllr Richards attended the Consultative Committee Meeting on 11 April 2016, where he raised the issue of the no-fly zone. Chris Brown (Turweston Flight Centre) displayed a map of the zone. Noise abatement procedures were clarified. The meeting was informed that the Landowner and Rally School have discussed moving the footpath with Bucks CC Footpaths Officer and the Ramblers Association. The plan is to make a joint application for retrospective planning permission and moving the footpath. Cllr Morrison to investigate the issue with the Footpaths Officer and Ramblers Association.</p>	HM
16.	<p><b>To consider Insurance Policy renewal:</b>            The insurance policy with Hiscox Insurance is year 2 of a 3-year agreement. The premium was more than expected, due to a large increase in Insurance Premium Tax, but it was resolved that this payment should be made and a cheque for £729.81 was signed. Clerk to arrange payment.</p>	Clerk
17.	<p><b>To consider additional hours for the Clerk:</b>            Following a review of the Clerk's hours, Cllr Richards proposed, and it was unanimously agreed, that the Clerk's hours should be increased from 4.5 to 6 per week as from 1 April 2016. Clerk to make the necessary arrangements with Blencowes Accountants and Lloyds Bank.</p>	Clerk

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18.	<p><b>Introduction of Smaller Authorities Transparency Obligations:</b> The Clerk is unable to attend training on 11 May, run by HugoFox, so it was suggested that a transcript of the proceedings may be available. Clerk to make enquiries. Various options for a website were discussed with the emphasis being on something simple that meets the requirements of the Transparency Code. Cllr Tilley will investigate possibilities and liaise with the Clerk.</p>	Clerk JT																																																								
19. i)	<p><b>To Report on the Accounts:</b> Copies of the accounts to date and the bank reconciliation were circulated previously. Treasurer's A/C at 3 May 2016: £1979.49. Business A/C: £34443.10. The Chairman approved and signed the bank reconciliation.</p> <table border="1" data-bbox="183 555 1348 898"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Gross</th> <th>Net</th> <th>VAT</th> <th>Cheque</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Invoices Paid</b></td> <td>£</td> <td>£</td> <td>£</td> <td></td> <td></td> </tr> <tr> <td>30/03/16</td> <td>Blencowes</td> <td>96.00</td> <td>80.00</td> <td>16.00</td> <td>644</td> <td>Accountant fees</td> </tr> <tr> <td>05/04/16</td> <td>E-ON</td> <td>42.66</td> <td>40.63</td> <td>2.03</td> <td>645</td> <td>Electricity Jan-Mar 2016</td> </tr> <tr> <td colspan="2"><b>Invoices/Payments to be made</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/05/16</td> <td>Came &amp; Company</td> <td>729.81</td> <td></td> <td></td> <td>646</td> <td>Insurance</td> </tr> <tr> <td colspan="2"><b>Receipts</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>25/04/16</td> <td>AVDC</td> <td>3500.00</td> <td></td> <td></td> <td></td> <td>Precept 1<sup>st</sup> payment</td> </tr> </tbody> </table> <p>ii) The new Financial Regulations had been previously circulated and reviewed. Councillors have assessed the risks facing this Council and resolved to adopt the revised Financial Regulations. Proposed Cllr Kirkland, seconded Cllr Morrison.</p> <p>iii) The accounts for 2015/16 have been audited and signed by David Miles, internal auditor. The accounts will now be sent to Mazars for the external audit. The Clerk reported on the Audit Training course she had attended on 27 April 2016.</p> <p>iv) The annual accounts for 2015/16, together with the annual governance statement, were approved.</p>	Date	Payee	Gross	Net	VAT	Cheque	Detail	<b>Invoices Paid</b>		£	£	£			30/03/16	Blencowes	96.00	80.00	16.00	644	Accountant fees	05/04/16	E-ON	42.66	40.63	2.03	645	Electricity Jan-Mar 2016	<b>Invoices/Payments to be made</b>							03/05/16	Came & Company	729.81			646	Insurance	<b>Receipts</b>							25/04/16	AVDC	3500.00				Precept 1 <sup>st</sup> payment	
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20.	<p><b>Annual Parish Meeting:</b> Cllrs approved the agenda and Cllr Richards would circulate his draft report for approval. The agenda and report will be emailed to residents. Clerk to email invitation to Cllrs Fealey and Stuchbury, with agenda and report, and to arrange printing of copies to be delivered by hand for those not on email.</p> <p>Cllr Morrison will provide soft drinks and nibbles and Cllr Kirkland will arrange wine.</p>	DR Clerk																																																								
21.	<p><b>Matters raised by Councillors:</b> None.</p>																																																									
22.	<p><b>Clerk's Correspondence:</b> Emails as previously circulated to Councillors. No further correspondence.</p>																																																									
23.	<p><b>Dates of forthcoming meetings:</b> i) Annual Parish Meeting – Thursday 19 May 2016, 8.00 pm, large Village Hall. ii) Tuesday 19 July 2016, 6.30 pm.</p>																																																									
	The meeting closed at 8.45 pm.																																																									

Signed: ..... Date: .....