

**TURWESTON PARISH COUNCIL
DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 16 MAY 2023**

Present: Cllrs A Kirkland, H Howard, H Morrison
S Hosking (Clerk)
C Jay (Incoming Clerk)

In Attendance: No members of the public were present.

Action

1. **Election of Chairman:** Cllr A Kirkland was elected as Chairman.
All in favour.
2. **Chairman's Acceptance of Office:** Cllr A Kirkland signed the Chairman's acceptance of office form.
3. **Apologies for Absence:** A Green, J Tilley
4. **Declarations of Interest:**
All Councillors declared an interest in Item 10 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.
HM declared an interest in item 15.2 as a member of the residents' Coronation Celebrations Committee.
5. **Minutes:**
To approve the minutes of the meeting held on 14 March 2023 (previously circulated).
RESOLVED: The minutes of the Parish Council meeting held on 14 March 2023 are a true and accurate record and were signed by the Chairman.
6. **Ward Councillor Report**
Cllr Fealey was not able to attend.
RESOLVED: The Clerk will contact Cllr Fealey to ask if planning permission has been sought for Sunday markets off A422 and to ask if Buckinghamshire Council should be involved.

Clerk
7. **Matters Arising from Minutes: *For report only***
None.
8. **Confirm appointment of new Parish Clerk and Responsible Finance Officer**
A recommendation was received from the Chairman and Cllr Morrison from the Clerk Interviews.
RESOLVED: That Charmaine Jay will be appointed as Clerk and RFO.
Councillors would like to record their thanks to Samantha Hosking for her work over the past 2 years.
9. **To report on Planning:**
 - 9.1 Planning Applications report:

22/03922/APP Land at Turweston Aerodrome, Whitfield. Erection of agricultural building. AMENDED APPLICATION. **PC no objection. Approved.**

22/02209/APP Conversion of garage and outbuildings into dwelling with associated internal and external works, subdivision of the plot, and associated works for car parking and boundary treatments. The Paddocks Main Street Turweston Buckinghamshire NN13 5JU. AMENDED APPLICATION. **PC objects. Approved.**

23/00704/APP and 23/00705/ALB Internal refurbishment and external repairs to manor house, external repairs to manor cottages and repair and restoration including re-roofing of tack room and garages. Turweston Manor Main Street Turweston Buckinghamshire NN13 5JX **PC no objections. Pending.**

23/00219/APP Householder application for conservation rooflights to north and south elevation including 2no. existing conservation rooflights to east elevation. Refurbishment of front dormer windows with new internal timber framed secondary glazing. Restoration of historical partitions and degraded finishes and doors. Alterations to water and waste supplies. Turweston House Main Street NN13 5JX **PC has no objection. Pending.**

23/01096/APP Lane End Stables Brackley Road Turweston. Permanent rural workers' dwelling. **PC objects. Pending consideration.**

- 9.2 Consider requirement for planning permission for Sunday markets, (signs on A422 by RoW to Evenley).
As discussed under item 6.

10 To report on the HS2 Rail Link:

- 10.1 Update on progress with HS2 land acquisition/return paperwork.
Two small sections of land are in the process of being returned to the Parish Council. The Parish Council will receive a sit restoration agreement for signing off the Main area of the two. However, the small slither of land in the hedgerow has been signed off by Cllr Green as requiring no restoration.
All in favour.
RESOLVED: When the paperwork is received the Clerk will sign off the main piece of land as per Cllr Green's recommendations. **Clerk**
- 10.2 Update on remedial works to Playing Field grounds and planting of trees/shrubs. Ground restoration works in the Playing Field have been carried out by EKFB. They were able to discuss mowing practice with Cartwrights. Saplings have been planted.
- 10.3 Suggest questions and topics to be covered in the EKFB Parish Meeting presentation.
- Future of screening from HS2
 - Update on Turweston sites: viaduct, green bridge, A422/A43
 - EKFB would like to focus on ecology and planting
 - Aerial footage as per Spring newsletter
 - Have the village any particular questions
- RESOLVED:** Clerk to email village and let David Butcher know the questions and topics to be covered. **Clerk**
Cllr Morrison will send contact details for the village Facebook administrator to the Clerk, to spread the word of the Parish Meeting. **HM/Clerk**

11. To report on the Playing Field:

- 11.1 Review findings from weekly inspections.
Cllr Green completed inspections last month. Cllr Howard to check with Cllr Green and carry out checks this month.
Clerk reported graffiti on roundabout.
- 11.2 Consider play equipment maintenance work for EKFB volunteer team to carry out. A number of minor maintenance tasks identified in RoSPA inspection, e.g. moss on play surface, equipment cleaning, sanding down benches/table, weeding, address edge of playground surface trip hazard.
- RESOLVED:** The maintenance tasks will be discussed with Dave Butcher at the Parish meeting on 1st June.

Playground equipment is looking tired. The Parish Council are considering a future equipment upgrade and whether to apply for grants. If tree planting on the Field is to be considered, Fields in Trust should be consulted.

RESOLVED: The Parish Council will consult the village on options for new equipment at the Parish Meeting.

12. To report on the Parish Roads/Paths/Verges:

12.1 Update on traffic calming measures.

Update not available.

12.2 Discuss number of potholes in the village particularly on Chapel Lane.

Simon Scullion (Bucks Local Area Highways Technician) is aware of potholes in Chapel lane. Highways are looking at partial resurfacing instead of patching the potholes.

RESOLVED: Visit to be arranged with Simon Scullion as per item 12.7

12.3 Further consider installation and location of dog waste bins.

Has been difficult for Councillors to find an appropriate location for any dog waste bins, without having a detrimental effect on homeowners.

RESOLVED: Decision will be postponed.

12.4 Discuss issue of parking on The Green.

A Councillor has received photos relating to a complaint about cars parked on The Green. Parking appeared to coincide with birthday parties in the Village Hall.

RESOLVED: The complaint has been passed to the Village Hall Committee and it has updated its hall letting form and has advised hirers to not park on The Green.

Clerk to respond to resident.

Clerk

12.5 Consider condition of bridge railings.

Complaint received about the poor condition of the bridge railings as a poor welcome to the village.

RESOLVED: Councillors will visit the bridge with Simon Scullion while on his parish tour.

HM/HH

12.6 Rights of Way issues

Complaints received regarding footpath TUW/7 to Whitfield. Before the HS2 closed section a gate has been padlocked, blocking access to the footpath.

RESOLVED: The Clerk will contact Dave Butcher to discuss in the first instance. Cllr Morrison is willing to show Dave Butcher where the issue is. Otherwise the Bucks HS2 Marshall can be contacted for assistance.

Clerk

12.7 Further items to raise with Highways at meeting being arranged for this month.

- Lifting the crown of trees on The Green
- Cllr Morrison to ask Cllr Tilley if he has up to date contact details with regards to the traffic calming project.

13. Banking arrangements:

13.1 To review cheque and online banking signatories.

RESOLVED: The banking signatories are to remain the same except for change in Clerks.

13.2 Confirm standing order and direct debit payments for 2023-24 financial year.

RESOLVED: The standing order for the Clerk's salary and direct debit payments for ICO and 123-Reg for website domain renewals are approved.

14. Insurance Policy Renewal:

14.1 To consider renewal of the insurance policy due on 1 June 2023.

RESOLVED: The renewal quote from BHIB of £661.10 is approved. The Clerk will arrange payment of insurance premium.

Clerk

15. To report on the Accounts: *N.B. item sub numbers were incorrect on agenda*

15.1 To report on accounts to 10 May 2023 and approve payments made since previous meeting (previously circulated).

Payee	Net	VAT	Gross	Payment method	Details
	£	£	£		
Payments					
Turweston Village Hall	160.00	0.00	160.00	FPO	Hall Hire for meetings
John Wincott	120.00	24.00	144.00	FPO	Playing Field hedge cutting
S Hosking	322.78	0.00	322.78	SO	March Salary
Blencowes	270.00	54.00	324.00	FPO	Annual Payroll Accounting
Npower	76.76	3.84	80.60	FPO	Electricity quarterly bill
Turweston PCC	60.00	0.00	60.00	FPO	Meetings contribution
BMKALC/NALC	31.81	0.00	31.81	FPO	Annual Membership
HMRC	29.02	0.00	29.02	FPO	January PAYE
HMRC	86.27	0.00	86.27	FPO	February PAYE
HMRC	34.23	34.23	34.23	FPO	March PAYE
S Hosking	337.90	0.00	337.90	SO	April Salary
Unpresented cheques					None
Receipts					
Bucks Council			4050.00		Precept 1 st payment
Lloyds Bank			63.95		Interest

RESOLVED: The above payments and report on the accounts were approved.

15.2 To approve the following payments:

Payee	Net £	VAT £	Gross £	Payment method	Details
S Hosking - reimb.	23.98	4.80	28.78	FPO	123 Reg domain renewal 2 yrs
ICO	35.00	0.00	35.00	Direct Debit	Data protection renewal
Cllr Morrison - reimb.*	40.24	0.00	40.24	FPO	Coronation celebration costs
Rio Workwear reimb.*	100.00	20.00	120.00	FPO	Coronation celebration costs
E Colby Butcher reimb.*	80.35	0.00	80.35	FPO	Coronation celebration costs
M Tilley reimb.*	165.28	0.00	165.28	FPO	Coronation celebration costs

* Instead of one reimbursement invoice covering all Coronation celebration costs to go to Cllr Morrison, each contributor is reimbursed directly.

RESOLVED: The above payments were approved.

15.3 To compare/approve 2022/2023 expenditure relating to the budget (statement previously circulated).

RESOLVED: Expenditure relating to the budget is approved.

15.4 To receive and approve the Internal Audit Report.

RESOLVED: The Parish Council received and noted the internal audit report.

15.5 To consider the effectiveness of the system of internal financial control.

RESOLVED: The Parish Council considered the effectiveness of the system of internal financial control and was satisfied.

15.6 To receive and approve by resolution the Annual Governance Statement for 2022/23.

RESOLVED: The Annual Governance Statement for 2022/23 was considered and approved.

- 15.7 To receive and approve by resolution the Accounting Statements for 2022/23.

RESOLVED: The Accounting Statements for 2022/23 were considered and approved.

- 15.8 To ensure that the Annual Statements are signed and dated by the Chairman.

RESOLVED: The Annual Statements were signed and dated by the Chairman. The Certificate of Exemption was also signed and dated by the Chairman.

- 16. Preparations for Annual Parish meeting to be held on 1 June.**

EKFB to arrive and set up ahead of meeting display from 7.30pm to 8pm then meeting start. Cllr Morrison can open doors earlier.

Annual reports will go on website. No Chairman's report.

Agendas to go up advertising the meeting 7 clear days ahead.

The new Clerk will be in attendance.

- 17. Matters raised by Councillors:**

Everyone has received Solar Park information evening advertisement for meeting in village hall next Wednesday.

- 18. Clerk's Correspondence:** (previously circulated)

No matters arising from Clerk's correspondence.

- 19. To confirm the date of the next meeting:** Tuesday 18 July 2023

Meeting closed at 8.35pm

Copies of all council papers are available to download at www.turwestonpc.co.uk