

# Wing Parish Council

## Minutes

of the Wing Parish Council meeting held on Tuesday 30th January 2024 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Present: Cllr H Sunday, Cllr J Lomas, Cllr Tring, Cllr Gilbert and Cllr Daniels.

Buckinghamshire Councillors: Diana Blamires, Ashley Bond and Peter Cooper.

Officer: Claire Power, Clerk and RFO.

Public: 3

Start Time: 8.00pm

### 24.12 Chair of the Council's Welcoming Statement

Councillor Sunday welcomed everyone to the meeting.

Councillor Sunday informed the meeting of Councillor Kellner's resignation and thanked him for his time on the Council and wished him well for the future.

### 24.13 Public Participation

a. A resident asked about reducing the speed limit outside Mill Cottages on the A418.

Unitary Councillor Blamires said Buckinghamshire Council is awaiting the results of the rumble strips but she would chase and find out the timescales. She informed the meeting that the traffic impact generally for Wing is being investigated and it is assumed that the speed reductions on the A418 will be considered as part of the general review.

A resident commented that the resurfacing of the High Street is fantastic.

A resident told the meeting that they had sided out the pathway between Mill Cottages and The Cottesloe School roundabout and requested that Buckinghamshire Council sweep it after grass cutting to keep it clear. They have also painted the mile post.

A resident spoke about the Long Spinney management plan agenda item. An updated management plan is welcomed with a request that the volunteers that work in Long Spinney are included in the process and clear responsibilities are agreed.

b. Unitary Councillor Reports

Councillor Cooper provided a verbal report covering Buckinghamshire Council's budget and that it is very tight with the draft budget increasing by the maximum allowed and will be taken to Full Council in February for discussion and setting.

Councillor Blamires provided a verbal report covering the Wing Wood planting day and asked the Parish Council if the posters could be put up on the parish noticeboards.

This was agreed as it is a community event and in line with the Council's policy.

Councillor Bond provided a verbal report covering the new manager for the Wing and Ivinghoe Community Board, the Buckinghamshire Council's North Bucks Planning Committee where The Cottesloe School planning application was discussed and praised the Clerk for representing the Parish Council at the meeting and that the prison site decision has been overturned on appeal by the planning directorate and is allowed to go ahead.

### 24.14 Governance

a. Apologies for Absence

**Resolved:** To accept the apologies received from Councillor Davidson.

**Resolved:** To accept the apologies received from Councillor Tabiner-Crush.

b. Declaration of Interests from Members on Agenda Items

Councillor Sunday declared an interest in the Recreation Ground.

Councillor Gilbert declared an interest in the Recreation Ground.

Councillor Daniels declared an interest in the Recreation Ground.

Councillor Lomas declared an interest in the Recreation Ground, as a member of the sports and social club, related to the handbells church group and as a volunteer for Long Spinney.

Councillor Tring declared an interest in the Recreation Ground and as a volunteer for Long Spinney.

c. Dispensations

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

- d. Meetings
  - i. **Resolved:** To change the date and location of the Wing Parish Meeting scheduled for Friday 10th May 2024 at 7.30pm in the pavilion to Saturday 18<sup>th</sup> May 2024 at 7.30pm in the Large Hall, Wing Village Hall.
  - ii. **Resolved:** To amend the date for the next ordinary meeting of the Finance, HR and Legal Committee currently set for Tuesday 16th April 2024 to Wednesday 17<sup>th</sup> April 2024.
- e. Financial Regulations
 

**Resolved:** To adopt the updated thresholds for public procurement for public supply and public service contracts an increase to £214,904, for public works contracts an increase to £5,372,609 and The Public Contracts Regulations 2015 (“the Regulations”) increase which is changed to £30,000 that take effect from January 2024. Financial regulations amended are 11.1 b, c, h and footnote 2.

At this point in the meeting, items 24.21, 24.20 and 24.23 were brought forward.

#### 24.21 Long Spinney Management

The vision and long-term management plan for Long Spinney was discussed.

**Resolved:** To apply for a grant for a management plan for Long Spinney.

**Resolved:** To set up a Long Spinney Working Party consisting of a Cllrs Sunday, Davidson, Lomas, Tring, Gilbert and Daniels (with the option for Cllr Tabiner-Crush to join) plus two people from the Long Spinney volunteers group. The scope for the working party initially is to look at the forms for the management plan and prepare a draft for the Clerk to finalise and submit. The Clerk is to contact the volunteer group asking for the names of the two nominated volunteers. Once confirmed, a meeting will be set up.

**Resolved:** Delegated authority is given to the Clerk to apply for a felling licence when required.

#### 24.20 Neighbourhood Plan Review

The draft Green Strategy was received.

**Resolved:** To accept the draft Green Strategy in principle with the following items to be updated:

The maps need updating as they are not clear and a numbering system is missing and needs to cross reference sites.

**Resolved:** For the Clerk to arrange the public consultation once the updates have taken place.

#### 24.23 Small Grant Applications

The two Small Grant applications received from local organisations were considered.

**Resolved:** To award a grant of £600 to the Church Handbells Ringers group as a contribution towards the restoration of the handbells and the purchase of an extra handbell to extend the range of tunes the group can play.

**Resolved:** To award a grant of £499 to the Sports and Social Club for the reclothing of the members area pool table and repair a cushion on the children’s pool table.

At this point in the meeting, the agenda resumed with 24.15.

#### 24.15 Parish Reports

##### a. Committee Reports

###### i. Finance, HR and Legal Committee

The drafted minutes of the meeting held on 17th January 2024 were noted.

##### b. Working Parties

###### i. Environment and Community Safety Working Party

The report from the Environment and Community Safety Working Party meeting held on 6<sup>th</sup> December 2023 was received and noted.

##### c. Representatives on Outside Bodies Reports

i. The written report from Councillor Tring after attending the NBPPC meeting held on 10<sup>th</sup> January was received and noted.

ii. The written report from Councillor Tring after attending the Buckinghamshire Liaison meeting held on 25<sup>th</sup> January was received and noted.

##### d. Councillor Reports

To receive reports from Councillors on activities since the last meeting and not included elsewhere on the agenda.

i. The written report from Councillor Gilbert following attendance the BMKALC training course, Future Nature was received and noted and for further discussion at the next Environment and Community Safety working party.

- ii. Verbal reports were received from:  
Councillor Gilbert provided information on her activities including helping out with the parish Christmas tree, helping repair the recreation ground fence, attending a meeting with Ascott estate regarding local pathways and seeking permission for the bike rack installations on privately owned land.

Councillor Tring provided information on her activities including gritting of the pavement and road along Littleworth.

Councillor Lomas provided information on his activities including helping put up the parish Christmas tree, helping repair the recreation ground fence and replacing the batteries in the Speed Indicative Devices.

Councillor Sunday provided information on her activities including helping repair the recreation ground fence, gritting of the Littleworth pavement, attending to the fire alarm call at the sports pavilion.

e. Clerks' Report

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

#### 24.16 Previous Minutes

**Resolved:** To accept the minutes of the Parish Council meeting held on Tuesday 9<sup>th</sup> January 2024 and for them to be signed as a correct record of proceedings.

#### 24.17 Planning Applications

(Note no planning applications were received for considering submitting a consultee comment for.)

**Resolved:** To write and submit a letter to the planning department in support of access and driveway changes at 5 Aylesbury Road, Wing. The letter will contain information on the volume of traffic, current access and road safety improvement aspects of the proposed access.

#### 24.18 Recreation Ground Improvements Project

a. The written report on the progress of the project was received and noted.

b. The quotes received for a replacement boundary fence along the A418 and both mesh fencing, like the MUGA, and railings were considered.

**Resolved:** To put forward the cheapest three quotes of railings for the Football Foundation grant funding application, applying for the maximum amount possible and the Council will match fund the remaining balance from the Recreation Ground Fence budget.

**Resolved:** To accept the quote from Sampson Fencing for £2,330 to install a security gate at the side of the pavilion and fence along the boundary with the Sports and Social Club.

c. **Resolved:** To purchase new bins for the recreation ground for outside the football pavilion and by the fence to the neighbouring field and ask our litter picker to empty the new bin within their allotted time.

#### 24.19 Quarter 3 2023-24 Actual Spend verses Budget

The quarter 3 actual spend verses budget report was received and the recommendations from the Finance, HR and Legal Committee recommendation for budget adjustments were considered.

**Resolved:** To accept the recommendations from the Finance, HR and Legal Committee to make the following adjustments to the current budget: reduce the Deputy Clerk budget by £4,576.29, reduce the website training budget by £250, reduce the reserves budget line by £861.96 and increase the Recreation Ground Improvements Project by £5,688.25.

Items 24.20, 24.21 and 24.23 were moved to earlier in the meeting after item 24.14.

#### 24.22 Play Area Inspections

**Resolved:** To carry out the suggested work by splitting the jobs between our handyperson and our qualified play equipment person.

#### 24.24 Account Balances and Payments

a. The bank reconciliations for November and December were noted.

b. **Resolved:** To authorise the list of payment transactions for January totalling £8,589.94. (Appendix B)

#### 24.25 Co-Option for Parish Councillor Vacancies

No applications were received for the current Parish Councillor vacancies.

#### **24.26 Deputy Clerk Vacancy**

The recommendation from the Finance, HR and Legal Committee regarding the current Deputy Clerk vacancy was discussed.

**Resolved:** Not to fill a Deputy Clerk position but to have a Project and Funding Co-ordinator. They would be based on a zero hour contract to work on projects on an ad hoc basis. Closing date for applications is Monday 25<sup>th</sup> March with interviews afterwards and a report being presented to the April Council meeting. The job is to be advertised on our social media, website and in What's On In Wing. The rate of pay would be £12.50 per hour. The interviews will be by panel consisting of the Clerk and two Councillors.

#### **24.27 Date of Next Meeting**

Tuesday 27<sup>th</sup> February 24 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Close of meeting: 10.12pm

- Various E-mails circulated from:
  - Buckinghamshire Council
  - Buckinghamshire and Milton Keynes Association for Local Councils
  - National Association of Local Councils
- Actions from previous meetings
  - A consultee objection was submitted for planning applications 23/03600/APP regarding the removal of trees, no provision for additional parking for drop-off and pick-up areas, a revised application would be supported if mitigation for the parking issues on the roads surrounding the school was included. A comment was submitted that if the officer is minded to approve the application, that Wing Parish Council want to call it in to the planning committee.
  - A consultee comment of no objections was submitted for planning application 23/03243/APP.
  - A consultee comment of no objections was submitted for planning application 23/03548/APP.
  - A consultee comment of no objections was submitted for planning application 23/03339/APP.
  - A consultee comment of no objections was submitted for planning application 23/03680/APP.
  - A consultee comment of no objections was submitted for planning application 23/03854/APP.
  - A consultee comment of no objections was submitted for planning application 23/03881/PAPCR.
  - A consultee comment of no objections was submitted for planning application 24/00019/AGN.
  - The precept request has been submitted to Buckinghamshire Council and an acknowledgement has been received.
  - Goldleaf Groundcare have been instructed to carry out the removal of the brambles in Jubilee Green to enable the tree risk assessment to be carried out and to raise the height of the tree crowns around the play area to 2 meters.
  - Patrick Stileman Ltd have been instructed to carry out the risk assessment of the trees at Jubilee Green, Recreation Ground, Long Spinney, Bewick Green and the Woodlands.
- Recreation Ground
  - The solicitor has been instructed to carry out the updating on the sports club leases to reflect the new pavilion and different car park layout.
  - Attended 5 site visits with suppliers to gather quotes for replacing the wooden fencing along the A418 boundary.
  - Attended 4 fire alarms to check the pavilion and reset the alarm. All false alarms. Our fire alarm company are coming out on Monday 5<sup>th</sup> February to carry out the 6 months service and look at the reasons the alarms were tripped.
  - Attended a site visit on the 19<sup>th</sup> January for the fire risk assessment to be carried out.
  - Goldleaf Groundcare have been instructed to prepare and reseed outside the pavilion at a cost of £1,200 plus vat.
- Attended the North Buckinghamshire Area Planning Committee on Wednesday 17<sup>th</sup> January as a speaker for Wing Parish Council where the Councils objections to planning application 23/03600/APP were voiced to the committee and questions answered on queries raised from the traffic objections raised.
- Streetlights
 

The following streetlights were reported as faulty:

  - Outside the Sports and Social Club – This has now been repaired.
  - Outside 28-30 Moorhills Crescent – This has now been repaired.
  - At the junction of Soulbury Road and High Street, Burcott – We are waiting for the contractor to come out.
  - Outside Ivy Cottage, High Street, Burcott – We are waiting for the contractor to come out.
- Attended a meeting with Councillor Gilbert to discuss parish pathways on Ascott land with the Estate Manager. We provided a map showing the pathways that are being used by people but are not included on the permitted pathways register and requested that a couple of them be added. We also discussed a longer-term idea to have a Wing circular walk and requested Ascott consider if a pathway could be created around the perimeter of the land outside the National Trust area. Discussions also took place on working together to raise countryside awareness with ideas of a meeting in the large hall, leaflets and an article in What's On In Wing to be investigated and discussed further at another meeting. We were planning on meeting mid-January but we do not have a meeting date fixed for the catch up yet.

- Clerk's delegated authority was used to:
  - Ordered parts from Wickstead to repair the springer seat in the younger children's area of Jubilee Green at a cost of £83.86.
  - Ordered parts from Proludic to repair the hip-hop swing at a cost of £164.35.
  - Ordered plastic gloves and refuse sacks for the litter collector at a cost of £38.98.
  - Ordered 2 replacement batteries for the SIDs at a total cost of £90.00.
  - To instruct Liam Macaulay to make tree 2833 safe in Long Spinney after a broken limb had been identified.
- There were several reports each week about litter bins that had been missed during the weekly emptying schedule. They were reported to Streetscene at Buckinghamshire Council who came out to empty them.
- Attended a CiLCA catch up training course which helped with the writing of a couple of learning outcomes.
- Attended the BMKALC Clerks event to network with fellow Clerks.
- Direct debit set up for the Information Commissioners Office for the annual data protection fee.
- Notification received about road closures in Wing from Buckinghamshire Council. They are posted on Facebook a couple of days before the road closure. There are a few coming up in February, Leighton Road from Stewkley Road roundabout to the Bedfordshire border, Church Street and High Street Wing.
- A blocked storm drain was reported to Councillor Blamires as it needed to be looked at urgently. A member of the Highways team came out the same day to investigate and confirmed it needed more work than they were able to carry out as different machinery was required. The site has been attended again with some work being carried out, but the road is left unfinished and the drain is still blocked.
- Following the resignation of Councillor Kellner, the notice of Parish Councillor Vacancy was sent to the Elections team at Buckinghamshire Council and put up on the parish noticeboards.
- The newsletter article was written, with help from Councillor Tring, and submitted to What's On In Wing. It included information on becoming a Parish Councillor.
- Posters on Becoming a Parish Councillor have been placed on the noticeboards.
- Following the grant application for a defibrillator, the grant has been accepted with the Council contributing £750 towards the cost. The application has not been taken further at the moment as one of the criteria is that it is installed within 4 weeks once we have made our contribution.
- A meeting has been arranged with our new Community Board manager on Wednesday 31<sup>st</sup> January in the parish office. The meeting is for introductions and look at our requirements / plans going forward. The application form for the bike racks will be discussed at this meeting.
- Correspondence received from residents:
  - A resident sent a photo of the litter they collected whilst on their walk around the parish and wanted to raise awareness of the amount of dog poo bags being left lying around.

Report written by: Claire Power

Dated: 30<sup>th</sup> January 2024

WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT JANUARY 2024				
Payee	Description	Pay't Method	Amount (£)	VAT (£)
Wing Hall Trust	Office Rent - Feb 24 - Inv 105991	SO	£ 390.00	
Goldleaf Groundcare	Grounds Maintenance - Jan 24 - Inv 13665	SO	£1,174.50	£195.75
Joanna Craig Website	Website Hosting and SSL Certificate - Jan 24 - Inv 5589	SO	£ 19.50	
ICO	Data Protection Fee 2024	Direct Debit	£ 35.00	
Salaries	Clerk Salary & Exps, Litter Collection and NEST - Jan 24	electronic	£2,836.93	
HMRC	NIC & PAYE - Jan 24	electronic	£1,184.56	
Wing Hall Trust	Small Hall Hire 30/1/24 - Inv 106004	electronic	£ 38.40	
All Saints Church	Meeting Space - 9 Jan 24 - Inv 09.01.24	electronic	£ 19.20	
John Lomas	Replacement Bowsaw Blade for Long Spinney	electronic	£ 11.30	
Sparkx	Faults Call Out, New LED for LP060 (Leighton Rd) and New LED for LP106 (Moorhills Crescent)	electronic	£ 969.60	£161.60
Scribe	Annual Scribe Accounts Fee	electronic	£ 792.00	£132.00
Louise Tabiner-Crush	Flowers for the VH planters and pump	electronic	£ 19.95	
Church Handbell Ringers	Community Grant		£ 600.00	
Sports and Social Club	Community Grant		£ 499.00	
			<b>£8,589.94</b>	