

# Wing Parish Council

## Minutes

**of the Wing Parish Council meeting held on Tuesday 26th March 2024 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.**

Present: Cllr H Sunday, Cllr J Lomas, Cllr L Tabiner-Crush and Cllr L Gilbert.

Officer: Claire Power, Clerk and RFO.

Public: 5

Start Time: 8.00pm

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

Councillor Sunday welcomed everyone to the meeting and thanked them for attending.

### 24.51 Acceptance of Office

Councillor Rosemary Nolan resigned from the Council prior to the meeting so no Acceptance of Office form was received.

### 24.52 Public Participation

a. A member of the public asked for an update on the electricity upgrade. The Clerk confirmed that the date provided by UKPN for the Park Gate substation upgrade is November, but our contractors have carried out the trenching and cabling work on the recreation ground and they are chasing UKPN to try and bring the date forward.

A member of the public raised an issue of cars parking on the pavement on Leighton Road. It is causing a nuisance and is a problem for disabled people, Motability scooters and people with pushchairs. The Chair of the Council informed them that there is an electronic form on Buckinghamshire Council's website where they can report cars parking on the pavement.

b. Unitary Councillor Reports

Unitary Councillor Blamires, Councillor Bond and Councillor Cooper sent their apologies to the meeting as they were attending the Wing and Ivinghoe Community Board meeting which was being held at the same time.

### 24.53 Governance

a. Apologies for Absence

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

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

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

b. Declaration of Interests from Members on Agenda Items

Councillor Sunday 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 and planning application 24/00633/APP.

Councillor Gilbert declared an interest in the Recreation Ground.

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.

At this point in the meeting the Chair of the Council moved agenda item 24.57 forward.

### 24.57 Small Grant Applications

**Resolved:** To approve the small grant application received from the Wing Football Club and issue a grant of £1,000 towards the grounds maintenance of the football pitch to keep it at the required standard.

### 24.54 Parish Reports

a. Representatives on Outside Bodies Reports

The written report from Councillor Tabiner-Crush following the Wing Hall Trust meeting on the 18<sup>th</sup> March was noted.

b. Councillor Reports

Councillor Gilbert reported on the meeting at the recreation ground regarding the railings project.

Councillor Lomas provided an update that the Long Spinney working parties had to be cancelled due to bad weather and that Long Spinney is very waterlogged.

Councillor Tabiner-Crush has reported several items on FixMyStreet. The new street sign by Cottesloe school has been installed. The bridge towards Stewkley has not been repaired and suggested the Unitary Councillors were informed and ask them to chase it. The pothole outside Ascot House keeps re-opening.

Councillor Sunday provided an update on Soulbury Road following the fire damage and gave information about a site meeting on Jubilee Green with a play equipment company to see what equipment could stay and to provide ideas on what could be installed. Once the information is received, they will be used to show focus groups to gather feedback on the type of equipment the village would like.

c. 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. (Appendix A)

#### 24.55 Previous Minutes

- a. **Resolved:** That the minutes of the Parish Council meeting held on Tuesday 27<sup>th</sup> February 2024 be signed as a correct record of proceedings.
- b. **Resolved:** That the minutes of the Parish Council meeting held on Thursday 7<sup>th</sup> March 2024 be signed as a correct record of proceedings.

#### 24.56 Planning Applications

To consider submitting a consultee comment for the following application(s):

- a. 24/00633/APP – 20 Hawthorne Way, Wing  
**Resolved:** To submit a 'No Objections' comment.
- b. 24/00784/APP – Wing Joinery, 1A Stewkley Road, Wing **App 6**  
**Resolved:** To submit a 'No Objections' comment but that the Council would question the Habitat Regulation Assessment as, although it is a net new home, there is no material change to the footprint of the existing building. We do not understand what the significant effect would be on the integrity of the CB SAC.

Agenda item 24.57 took place earlier in the meeting after 24.53.

#### 24.58 Recreation Ground Improvements Project

- a. The Clerk gave a verbal report on the progress of the project which included an update on the new electrical supply, the railings project and the faulty sensor has been fixed. UK Power Networks are awaiting parts for the Park Gate substation upgrade which is scheduled to be carried out in November. Our contractors have been on site to carry out the trenching work and cabling on the recreation ground in preparation for UKPN and they are chasing UKPN to see if the upgrade can be brought forward.
- b. The Fire Risk Assessment for the recreation ground pavilion was noted.  
**Resolved:** To implement the recommendations and for the Fire Assembly point to be in the MUGA.

#### 24.59 Consultations

**Resolved:** To submit an objections response to the Buckinghamshire Council's Street Trading Policy Consultation and to delegate authority to the Clerk to write and submit the response.

#### 24.60 Parish Council Office

**Resolved:** To accept the memorandum to the Parish Office rental agreement extending the rental period to April 2024 – March 25.

**Resolved:** For the current standing order to be extended to March 2025 inclusive.

#### 24.61 Youth Council

**Resolved:** To appoint Councillor Daniels as the Council's representative to work with the Youth Council.

#### 24.62 Action Plan

**Resolved:** To approve the drafted action plan for 2024-25.

#### 24.63 Risk Register

The updated risk register was reviewed with a few additions made to the circulated draft.

**Resolved:** To approve the amendments and updated risk register.

#### 24.64 Standing Orders

**Resolved:** To approve the recommendations from the Clerk following the annual review of the Standing Orders and amend items 18 a v and 18 c to reflect the changes in the procurement thresholds from £25,000 to £30,000.

#### 24.65 Insurance

- a. **Resolved:** That the insurance policy from Aviva still satisfies the Council's requirements.

b. **Resolved:** To approve payment of the third-year renewal premium of £1,972.97.

**24.66 Training and Development Policy**

**Resolved:** To adopt the drafted Training and Development Policy.

**24.67 Employment Assistance Programme**

**Resolved:** Not to join the BMKALC Employment Assistance Programme.

**24.68 Streetlighting**

The new prices from the preferred Streetlighting contractor for the repairs to the streetlights were noted.

**24.69 Account Balances and Payments**

a. The bank reconciliations for February were confirmed as received and noted.

b. **Resolved:** To authorise the list of payment transactions for March. (Appendix B)

**24.70 Date of Next Meeting**

Tuesday 30<sup>th</sup> April 24 at 8pm in the Small Hall, Wing Village Hall, Leighton Road, Wing.

Close of meeting: 9.45pm

- 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 'no objections' comment was submitted for planning application 24/00325/APP.
  - A comment in support of both planning applications 24/00575/APP and 24/00576/ALB was submitted covering the Neighbourhood Plan Policy T3 and improved road safety by aiding the through-flow of traffic.
  - A 'no objections' comment was submitted for planning application 24/00603/APP.
  - An 'object' comment was submitted for planning application 24/00332/APP stating that the application is short a parking space so does not comply with the Neighbourhood Plan Policy T1: Residential Parking standards and the Aylesbury Vale Local Plan policy T6. Appendix B Table 1. If the planning officer is minded to approve the application, the Parish Council have requested it be called in and heard by committee.
  - The contractor for the railings has been appointed. There have been a few emails making the arrangements for the work to start on site including checking with the Football Club on the pitch usage over the last couple of weeks in the month and clarification on the type of gate to be installed.
  - The Councillor Welcome email was sent to new Councillor Rosemary Nolan.
  - The King's portrait has been ordered.
  - Buckinghamshire Council have been notified that Wing Parish Council have nominated a representative and the Long Spinney working party will be appointing a member soon.
- Recreation Ground
  - Attended the pavilion on the 13<sup>th</sup> March so the contractor could fix the faulty sensor.
  - Attended site for a walkaround with the railings contractors ahead of the work starting wc 25<sup>th</sup> March.
  - Attended site on the 25<sup>th</sup> March to provide the contractors access to water onsite and access to the field.
  - Attended site on the 25<sup>th</sup> March for a pre-commencement site visit with our electrical installation contractors ahead of them starting work on the trenches, duct and kiosk installation starting on 26<sup>th</sup> March.
- Clerk's delegated authority was used to:
  - Ask the handyperson to carry out maintenance around the parish including installing the new/replacement bins and carrying out maintenance on the soldier silhouettes.
  - Three places were booked on BMKALC's Biodiversity Course being held on 17<sup>th</sup> June for Councillors Sunday and Gilbert and the Clerk.
  - Upgrade the gate to be installed at the recreation ground to a yellow self-closing gate at a cost of £790 plus vat. The Chair of the Council also approved the spend, in line with our Financial Regulations.
  - Booked a place on SLCC's training course 'Practical Advice for Owner/Operators of Public Play Spaces' for £45.00 plus vat. Email approval was sought and received by a majority of Councillors prior to the course being booked.
- A request was sent, and granted, for the Council's consultee deadline of planning application 24/00633/APP to be extended to Wednesday 27<sup>th</sup> March.
- An email was received by Arthritis Action with information on free community presentations they carry out. A response was sent to them that the presentations would be publicised on the Council's website and Facebook page and if they could send over a short paragraph over it would be added to the Health services part of our website.
- The Neighbourhood Plan review document has been received and circulated to Councillors for reading through ahead of the April meeting where it will be included for approval to go to consultation.
- The newsletter article was written and submitted to What's On In Wing. It included information on becoming a Parish Councillor, save the date for the Annual Parish Meeting, the Projects and Fundraising Co-Ordinator role, a general overview of the Council's latest activities and information on how community groups can apply for a Small Grant from the Parish Council.
- Attended a Clerks Forum with our Community Board manager on Wednesday 20<sup>th</sup> March. The plan for the Community Boards going forward was explained and it was a good opportunity to network with Clerks in our area. The Community Board is going to be focusing more on supporting local community groups providing services that are not a statutory responsibility of Buckinghamshire Council but improve and enhance the quality of lives of people in community.

- Attended the Councillor recruitment, induction and retention seminar on the 8<sup>th</sup> March run by BMKALC. It was very informative and provided lots of practical advice and ideas which I will start putting into place in April but it is a big topic with lots of plans and will take about 6 months to fully implement everything I've learnt.
- New bins have been fitted in a few locations in the parish. A replacement bin with a lid has been placed outside the fish and chip shop. A replacement bin has been fitted by the football pavilion and a new bin has been installed by the entrance to the field behind the tennis club clubhouse.
- An email was sent to the Licencing department at Buckinghamshire Council to let them know the link to the draft street trader policy on their website did not work so an email copy was requested and received.
- A letter from the Thames Valley Police and Crime Commissioner (PCC) outlining some of the work that they and their office are doing in partnership with Thames Valley Police and local Councils to reduce crime and keep local residents safe was circulated.
- An email was received and circulated to Councillors regarding the London Dynamo Spring Road Race on the 7<sup>th</sup> April. This has been scheduled as a Facebook post for early April.
- There has been email correspondence regarding training courses such as new Councillor training, Finance training, HR Tools and Training and play area inspections. BMKALC have an exciting new Councillor training programme they are looking to launch very soon and also visual play inspection training with the possibility of certified play inspection training later in the year. More information about this will be circulated as soon as it is received.
- An email was received, and circulated to Councillor, requesting the information for the Ivinghoe and Pitstone Repair Café be placed on our website. This is being actioned and will be included on our Facebook page as well. A short paragraph providing details of the café for the website was requested and received.
- Information received regarding the football pitch maintenance, including a quote, was passed over to the football club.
- Unitary Councillor Cooper emailed information, which was circulated to Councillors, regarding the Ivinghoe Freight Zone warning signs to be erected on the A418 by the Wingrave crossroads and Wing village gate entries.
- Wing Hall Trust were contacted requesting an extension to the rental agreement for the office in Charlotte Cottage to run from April 2024 – March 2025 inclusive.
- Information regarding the Volunteer Matching Service at Community Impact Bucks was circulated to Councillors.
- An email was received by PKF Littlejohn with information regarding the 2023-24 external audit.
- The Wing and Ivinghoe Community Board agenda for the meeting on Tuesday 26<sup>th</sup> March was circulated to Councillors.
- Information from Community Impact Bucks regarding help for Buckinghamshire community builds was sent to the Chair of Wing Hall Trust.
- Notification that Soulbury Road, Wing will be closed for coring work on the 17<sup>th</sup>-18<sup>th</sup> April was received. A post is scheduled to go on Facebook a few days beforehand.
- The Council's Small Grany Policy and application form were sent to the Football Club, Bowls Club and the Scouts.
- Information on Buckinghamshire Council's new draft Street Trading Policy consultation was circulated to Councillors.
- The update from the Police and Crime Commissioner was circulated to Councillors.
- Information for the Best Kept Village Competition 2024 has been received, the deadline for entries is 30<sup>th</sup> April.
- The 1<sup>st</sup> Wing Woods Stakeholder group meeting will be held on 18<sup>th</sup> April 10-11.30am on TEAMS. The link will be sent out nearer the time.
- Attended a meeting with Cllrs Sunday and Daniels to discuss the Parish Youth Council. Cllr Daniels is keen to take the lead and is included on the March agenda for the Council to consider appointing her.
- The Environmental Health team have sent a diary to be completed as part of the investigate into the bonfires over on Stewkley Road. Help will be needed to complete the diary with all the recent bonfires.
- A follow up meeting took place with Ascott regarding the footpaths not on the definitive footpath list. The Council improved the proposal to include funding opportunities available for the project. There will be a follow up meeting but it is not scheduled yet.

- A request was made to East West Rail for the data collected at both entrances to Wing on the A418. A response was received that they haven't carried out any traffic data collecting in Wing or the surrounding area. Councillor Blamires was notified of this, and she said that she will find out what data they have been collecting and come back to me. She is still trying to gain the data for outside Mill Cottages.
- Councillor Blamires sent over information on the cost to have the traffic data strips on both A418 entrances to Wing, it would be £825 inc VAT in total to cover both sites. An email requesting clarification that once the data collected the next potential cost to the Parish Council would be for the implementation of any scheme that matched the criteria for a 40mph speed limit.
- The brambles in Jubilee Green were cut back on the 4<sup>th</sup> March.
- The tree risk assessment was carried out on the 6<sup>th</sup> March. The report hasn't been received yet but will be circulated as soon as it arrives. The report will be included on the agenda for the next Council meeting following the reports receipt.
- An email was sent to the village hall to arrange a meeting to discuss the bike rack project and possible location at the village hall.
- Attended Jubilee Green with Councillor Sunday and Councillor Lomas for a site visit with a playground company to gain some insight into the possibilities / restrictions for new play equipment and for an indication on the amount of funding required.
- Correspondence with Dormer Hospital Trust regarding the Parish Council appointed Trustees as one of the Trustees term was due to finish at the end of April but they have stood down. The Trust are seeking a replacement for the Council to consider appointing.
- Correspondence received from residents:
  - A resident emailed regarding the rubbish and bin outside the football pavilion and the arrangements for removing the waste. They also asked about the plans for finalising the recreation ground project. An email response has been sent.
  - A resident emailed regarding 40mph speed limit changes on the A418 entrances to the village. Councillor Blamires responded to them.

Report written by: Claire Power

Dated: 26<sup>th</sup> March 2024

<b>WING PARISH COUNCIL - ACCOUNTS FOR PAYMENT MARCH 2024</b>				
<b>Payee</b>	<b>Description</b>	<b>Pay't Method</b>	<b>Amount (£)</b>	<b>VAT (£)</b>
Wing Hall Trust	Office Rent - Apr 24 - Inv	SO	£ 390.00	
Goldleaf Groundcare	Grounds Maintenance - Mar 24 - Inv 13793	SO	£ 1,174.50	£ 195.75
SSE	Unmetered Streetlight Electricity - Jan 23- IV00349467	DD	£ 364.47	£ 23.70
Salaries	Clerk Salary & Exps, Litter Collection and NEST - Mar 24	electronic	£ 2,734.60	
HMRC	NIC & PAYE - Feb 24	electronic	£ 625.48	
Darren Pearce	Clean, repair and repaint the soldier Silhouttes - Inv 24/011	electronic	£ 87.70	
Proludic	Parts for the Hip Hop Swing	electronic	£ 221.23	£ 36.88
WOIW	Quarter 1 - Advertising in WOIW Magazine	electronic	£ 48.00	
Kingfisher Direct	Post Mountable 50l Litter Bin	electronic	£ 139.34	£ 23.22
SLCC	Practical Advice for Owner/Operators of Public Play Spaces - Training Course for the Clerk - 30.04.24	electronic	£ 54.00	£ 9.00
Wing Hall Trust	Small Hall Rental 26.03.24 - Inv 106069	electronic	£ 38.40	
Clear Insurance	Renewal of Insurance for 2024-25	electronic	£ 1,972.97	
Wing Village Football Club	Community Grant	electronic	£ 1,000.00	
			£ 8,850.69	