

# Weedon Parish Council Minutes of Meeting

Thursday 19 May 2021 8.30pm

Minutes of the Annual Parish Meeting of Weedon Parish Council held in The Old Schoolroom on Thursday 19 May 2021 8.30pm

**Present:** Cllrs J Rose (Chair), W Kett, S Gibbs, T Jameson-Evans, S Gradley, D Atkins, P Gupta

**Clerk:** Ruth Millard

**Members of the Public:** Buckinghamshire Councillor Ashley Bond. Weedon Resident Hayley Chapman

---

## 56/21 Acceptance of Office of Councillors

Members signed their acceptance forms, and the Clerk witnessed the signatures. The councillors were given their Register of Interest forms to fill in and return to the Clerk within 15 days.

## 57/21 Nomination and Acceptance of Office of Chair and Vice Chair

T Jameson-Evans proposed J Rose to be the Chair, D Atkins seconded, all the members agreed. There being no other nominations J Rose filled in her Acceptance of Office of Chair form. The Clerk witnessed the signature.

J Rose proposed S Gibbs to be Vice Chair, W Kett seconded, all the members agreed.

## 58/21 Councillor Vacancy

P Gupta was prepared to be co-opted on to the Council after the election. Members considered and agreed to her co-option. P Gupta signed her acceptance of office form, the Clerk witnessed the signature. She was given her Register of Interest form to fill in and return to the Clerk within 28 days.

## 59/21 Public Open Forum (under adjournment)

Hayley Chapman came to the meeting to inform the Parish Council of her business plan to turn part of one of their fields, about 2 acres, into a dog exercise area.

A Bond gave a short report regarding updates to Buckinghamshire Council.

## 60/21 Apologies and Members' Interests

No apologies given.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Weedon Parish Council Code of Conduct for Members and by the Localism Act 2011.

J Rose declared an interest, as Chair of the Old Schoolroom Committee, in regards to her proposal at 67/21 to change the time and place of Parish Council meetings up to the date of the next Annual Parish Council meeting. S Gibbs, as a member of the Church committee, declared an interest in the same item.

## 61/21 Approval of Minutes

Members RESOLVED that the Chair should sign the minutes from the Virtual Zoom Planning Meeting on 29 April 2021 as an accurate record. She also signed the previously approved minutes for the 12 April 2021 meeting.

## 62/21 Review of Council's Statutory and Governance Documents for 21/22

- |   |                                       |                         |
|---|---------------------------------------|-------------------------|
| a. Standing Orders  | b. Financial Regulations              | c. Complaints Procedure |
| d. Privacy Policy and Notice  | e. Equality & Diversity Policy        | f. Risk Assessments     |
| g. GDPR Data Audit  | h. GDPR Retention of Documents Policy | i. Information Policy   |
| j. Procedure for requests made under the Freedom of Information & Data Protection Act |                                       |                         |

Members had reviewed the policies on the list above and RESOLVED that they were robust and sufficient for the following year. However, Cllr S Gibbs said that there were newer revisions to the NALC templates on Complaints Procedure, Standing Orders and Financial Regulations which could be incorporated, and the Covid Risk Assessment needed updating. S Gibbs will make proposals and the Parish Council agreed to make any updates when needed.

## 63/21 Appoint representatives

JR was reappointed as the PC's representative on the Buckinghamshire Council Community Board for Wing & Ivinghoe.

## 64/21 Asset Register

The updates to the Inventory of Assets Register were noted and agreed.

*Ruth Millard - 22/05/2021*

## 65/21 Insurance Cover

Members reviewed and confirmed that the content of insurance cover was sufficient and robust for 21/22.

## 66/21 Subscriptions to other bodies

Members reviewed and agreed the Council's subscriptions to other bodies – NALC/BMKALC and SLCC.

## 67/21 Determine time and place of ordinary meetings for the next year

JR proposed that all meetings now be held in the Old Schoolroom. This would allow meetings to be streamed through the broadband connection and enable residents to attend online. She also proposed that the meetings be held on the 3<sup>rd</sup> Tuesdays of alternate (odd numbered) months, leaving Wednesday evenings free for any group wishing to hold regular weekly meetings. The Council RESOLVED to hold all routine meetings in the Old Schoolroom on the third Tuesday of odd numbered months.

## 68/21 Annual Governance and Accountability Return

The Clerk explained that the Annual Governance and Accountability Return (AGAR) 2021/22 had to have the Internal Auditor's Report done before the Parish Council signs it off. The AGAR needs to be submitted to the External Auditor before 2 July 2021. She would let the PC know when she had a date for the appointment with the internal auditor. Members RESOLVED to meet in June to sign off the Annual Return.

## 69/21 Planning

TJ-E proposed that to make planning meetings more efficient, the explanation of the PC's role, normally given at the beginning of the meeting, is sent to applicants in advance and/or uploaded to the website.

## 70/21 Finance and Accounts

a. *Payments.* Members noted the online payments to be made for this meeting.

b. *Accounts.* Members agreed the statement of accounts and bank reconciliation for end March 2021.

### March 2021 Balances

Business Account ....3205	31 March 2021	18,361.28
Treasurers Account ....7936	31 March 2021	1,100.00

### Direct Debits May 2021

<b>OPUS energy</b> , invoices 10.04.2021-09.05.2021	LGA 1972, Sched. 14 para 34	<b>DD</b>	<b>30.21</b>
<b>Green Thumb</b> , ref Chapel, 1 May 2021	LGA 1972, s214	<b>DD</b>	<b>5.17</b>
<b>Green Thumb</b> , ref Play area, 1 May 2021	LG(misc prov)A 1976, s19	<b>DD</b>	<b>16.00</b>

### Invoices for online payments

<b>MAY 2021</b>			
GJ Millard, graveyard various	LGA 1972, s214	BP 256	<b>75.50</b>
ER Millard, May remuneration	LGA 1972, s112	BP 257	<b>328.18</b>
HMRC, May Tax	LGA 1972, s112	BP 258	<b>2.80</b>
Lynch Garden Services, inv 6846 & 6847	LG(misc prov)A 1976, s19 & LGA 1972, s101	BP 259	<b>350.00</b>
Playsafety Ltd, playground inspection	LG(misc prov)A 1976, s19	BP 260	<b>143.40</b>
CYAN, Bench & Plaque, pro Forma No, R174028	Parish Councils Act 1957, s1	BP 261	<b>500.00</b>

### c. Bank Signatories

New councillors D Atkins and P Gupta will be added to the signatory list with Lloyds Bank. JR explained that with the change of Councillors the Parish Council also needed at least one more Councillor who is willing to authorise payments online after the Parish Clerk has entered them. Poonam Gupta volunteered. Weedon Parish Council RESOLVED that Poonam Gupta become a third Councillor able to authorise payments for online banking.

## 71/21 Environment

### a. Footpaths, Footways and Highways

i. *Speed Control:* MVAS: The volunteer is continuing to move the units around the village. SpeedWatch: PCSO Tina Hobson has offered to help, but at the moment the PC doesn't have a contact for anyone in the police who can access vehicle owner details to send letters to offenders. Cllr S Gibbs to follow up.

ii. *Footpaths inc gates, signs.*

- I. All but two of the new Village Walk signs have now been put up.
- II. Footpath 12 needs trimming as soon as possible. JR to send a text message to the contractor. Footpath 12 is still very muddy in places. Cllr S Gibbs to look into grass mats.
- III. Cllr DA raised the very poor quality of the footway on New Road, all the way down to the A413. Cllr JR will talk to the Tfb Local Area Technician.

iii. *Grit bins.* Still waiting for update from Tfb Local Area Technician.

iv. *Transport for Bucks.* Stockaway signage, still waiting for further discussions with Tfb. High Street railing: the PC has confirmed that it is happy with proposed new railings, and we await progress from Tfb.

v. *Devolved services.* Sign cleaning: Sign Wizzard to be asked to quote.

b. Street lighting. No action required.

c. Park and Play Area

i. *Inspections.* ROSPA report just received. JR to go through the report and list actions required.

ii. *Horticultural.* Contractor to be asked to cut the back hedge behind Climber Challenge.

iii. *Use by groups.* The PC has approved a request to hold children's party in the park on the condition that guidelines are adhered to.

d. Pond, Grass, Hedges and Verges

The PC noted with thanks that a village litter-pick had been carried out by volunteers under the organisation of the Weedon Village Association, using the new litter pickers.

The new horticultural contractor was carrying out works to verges and pond area satisfactorily.

The agreed new pond bench has been ordered, due to be delivered in early July. Mark and Karen Adams were giving a donation, and the bench would carry a plaque in memory of Maurice and Wendy Adams.

e. Management of Weedon Graveyard

i. *Charges.* The PC resolved to keep rates for 2021/22 at current levels.

ii. *Horticultural.* The contractor is doing a good job and no additional action is required.

iii. *Applications for burials, memorials and EROBs.* No new applications received.

f. New capital projects

The PC resolved to get quotes for a new heavier weight self-closing pedestrian gate for the park. Other new projects will be discussed and progressed at future meetings.

## 72/21 Correspondence and Communications

a. *Annual PC newsletter.* The PC agreed to issue a newsletter in July to cover 2019/20 and 2020/21. JR to draft.

b. *Website.* An accessibility statement in accordance with the government's Website Content Accessibility Guidelines is now on the website, and work continues to improve accessibility.

c. *Community Board.* No update as no meetings held since last report.

## 73/21 Coronavirus emergency

Cllr S Gibbs will update risk assessments. The temporary green fencing is to be taken down from the play area and from around the playhouse. Signage and sanitising station are to be left in place.

## 74/21 Date of next meeting

The date of the interim meeting to sign off the governance and accountability return will be arranged as soon as possible. The date of the next General Meeting was confirmed as Tuesday 20<sup>th</sup> July at 7.30pm in the Old Schoolroom.

The meeting closed at 10:45 pm.

Chair Signature .....

Date.....

Minutes prepared by

Ruth Millard                      22/05/21

*Ruth Millard - 22/05/2021*