

**Notice of the meeting of Turville Parish Council on
Wednesday July 8th 2020, at 7.30pm via Zoom**

Meeting Link:

<https://us02web.zoom.us/j/5295698576?pwd=SVBGeHZwc2k5cmhpV09odEdhK0hhZz09>

Meeting ID **529 569 8576** Password **Turville**

Virtual Meeting Procedure Attached to Agenda – see Appendix 2

In accordance with the provisions of Local Government Act 1972, you are hereby summoned to the above Meeting, when the business to be discussed will be as follows:

AGENDA

1. Apologies for absence:

Any apologies to be given and accepted if appropriate.

2. Disclosure of Pecuniary and Personal Interest in items on the agenda:

Opportunity for any Councillor to declare an interest in any items on this agenda.

3. To confirm the minutes of the Ordinary Meeting held on 11th March 2020

4. To note correspondence received by the Clerk with any actions taken:

Any correspondence received after the date of issue for this agenda will be discussed at the meeting and added to the minutes.

Correspondence from 11th March to 1st July 2020 – please see Appendix 1 (attached)

5. To report on matters arising from the minutes not on the agenda – for information:

- No further complaints have been received by the Parish Council regarding Turville Forest School Nursery.

- Repairs to the roadside verges in Northend have been carried out by a working group. Cheque for the Parish Council donation from CIL funds has been sent.

6. Public question and answer session:

The time period for public representations and participations shall not exceed 15 minutes, unless the Chairman permits a longer period.

7. Reports to be received if any:

Clerk attended 2 virtual WDALC meetings.

8. Items to note – any items as appropriate that are not an agenda item:

- Clerk has reported various potholes around the parish to Transport for Bucks via Fix My Street. This is an online service that anyone can use.

- Clerk has been chased for outstanding monies owed to Symes for grass cutting – no invoices have been received for many months. Clerk has spoken with their accountant to try and establish what has happened. There seems to have been confusion on their part between Turville Parish Council and Turville Church. Clerk is awaiting further information.

- A local farmer is exercising his grazing rights on Northend Common, temporary electric fencing has been erected and it is expected to be in place for approximately a month. The landowner and the Parish Council were informed beforehand.

- Elections in Buckinghamshire were cancelled due to Covid-19 and have been rescheduled to May 2021. This is for Parish and Buckinghamshire Councils. The existing District and County Councillors remain in place as Buckinghamshire Councillors.

9. Mobile Telephone Coverage:

An update to be provided if available from Cllr Sants (and any other Councillor as appropriate) regarding the investigation into a mobile phone coverage survey for the parish. Buckinghamshire Council asked if there are any outstanding areas in the parish that do not have superfast broadband. This has been passed to TB-AG for any comments.

10. Planning:

a. WDC decisions made since previous meeting:

20/05267/VCDN – Cobstones Turville Valley Road Turville – Variation of condition 4 (plan numbers) (retrospective) attached to PP 17/07807/FUL (Householder application for construction of single storey front extension, internal and external alterations to house, garage and outbuilding to form improved living accommodation, landscaping and formation of water feature in rear garden, raising height of boundary walls and erection of estate railings) (retrospective) – **Application permitted**

20/05950/CTREE – Turville Cottage Dolesden Lane Turville Heath – Removal of 2 x conifers and 1 x Eucalyptus – **Not to make a Tree Preservation Order**

20/06028/FUL – Dolesden Farm Dolesden Lane Turville Heath – Householder application for construction of replacement detached ancillary outbuilding following demolition of existing outbuilding – **Application Permitted**

b. Applications awaiting decision by Buckinghamshire Council:

20/05183/FUL – The Old Vicarage & The Cottage Turville Valley Road Turville – Householder application for internal and external repairs and alterations to The Old Vicarage, The Barn, Potting Sheds and Cottage, annexe/outbuilding, garage and store. **PC commented** – No objection, however Turville Parish Council would want a condition applied to ensure that no burning of any materials on site should occur, as has previously occurred. We would also like to point out that the works have already been carried out to the library and the cottage, and therefore should be classed as retrospective. Further, we do have concerns that to remove the chimney breast in the main house seems to be a major structural change for a prominently located Grade 2 Listed building. We would also like it to be noted that the location of The Old Vicarage means that contractors' vehicles will have very little space to reverse/turn at that end of the village, and there will be ground for conflict between contractors' vehicles and parked cars on Holloway Lane and around the Village Green.

20/05392/FUL – The Old Vicarage Turville Valley Road Turville – Change of use for temporary siting of mobile home on residential amenity land during repair and alteration works to residential property (retrospective). **PC commented** – No objection

c. New applications to be considered by the PC:

20/01002/LAPREN – The Barn Turville Heath Farm Turville Heath – Premises License (PC have not been consulted)

20/06479/LBC – The Old Bakehouse Turville Valley Road Turville – Internal works to return the house to habitable condition following a fire and long period of vacancy

20/06500/FUL – 6 Square Close Cottages School Lane Turville – Householder application for construction of front porch, part single/part two storey/rear extensions, insertion of 2 x front dormer windows and alterations to fenestrations

11. The PC to discuss issues in Turville village regarding the increased number of visitors following the easing of Covid-19 restrictions

The Parish Council has received a complaint regarding the amount of cars associated with visitors to the village and people eating/drinking on the Village Green. PC to discuss what if any action could be taken.

12. The PC to discuss the hoardings erected on highways verge at The Old Vicarage, Turville and any possibility of action needed.

Hoardings have been erected around the building site, across the grass verge which is owned by Highways to the roadside. The Parish Council are waiting information from Buckinghamshire Council as to whether the appropriate permissions have been granted for the boards.

13. The PC to discuss the possibility of adding to the grass cutting contract the land outside Turville Nursery School in School Lane to improve the appearance of the area

Clerk has asked the grass cutting contractor for a quotation for how much these extra works would cost and is awaiting a response. The Parish Council currently pay for cutting to take place on the Village Green in Turville village.

14. Finance

Copies of the below documents have been circulated to the Councillors for reading prior to the meeting.

- a) To receive the Internal Auditors report.
- b) To complete Section 1 of the Annual Governance and Accountability Return 2019/2020, the Annual Governance statement for 2019/2020 to send to the external auditor.
- c) To approve and adopt the accounts for 2019/2020 in receipts and payments format and complete Section 2 Accounting Statements 2019/20 of the AGAR.
- d) To note the end of year bank reconciliation.
- e) To confirm the dates for the 30 days elector's rights may be exercised. Clerk proposes 13/07/20 – 21/08/20.

f) Balance:

Opening Balance 01/03/2020	11163.28
Less March payments	(373.56)
Balance 01/04/2020	10789.72
Less April payments – salary via S/O	(257.29)
Income – Precept Buckinghamshire Council	(3250.00)
Closing Balance 30/04/2020	13782.43
Less May payments – salary via S/O	(257.29)
Insurance renewal – Came and Company	(368.10)
Turville Northend Village Hall – contribution to verge repairs	(350.00)
Closing Balance 31/05/2020	12807.04
Less June payments – salary via S/O	(257.29)
Closing balance 30/06/2020	12549.75

g) Reserves:

CIL restricted reserve	2440.83
(CIL – committed for Northend pond	(1417.95)
CIL restricted reserve less Northend pond (to include bench in Turville)	1022.88
Unrestricted Reserves	10108.92
Total reserves as of 30/06/2020	12549.75

h) To confirm the following payments:

Lorna Coldwell – salary May – paid via Standing Order	257.29
Lorna Coldwell – salary June – paid via Standing Order	257.29
CPRE – annual subscription (cheque to be signed via social distancing)	36.00
Total (if all agreed):	550.58

Clerk will keep a running total for expenses until the next in person meeting.

15. To confirm the dates for the next meeting as:

Wednesday 9th September, location to be confirmed – online via Zoom or The Village Hall, Northend – depending on Government restrictions at the time.

1st July 2020

L M Coldwell

Lorna Coldwell, Clerk to the Council
The Chimes, Park Lane, Lane End, High Wycombe HP14 3LB

turvilleparishcouncil@gmail.com
01494 881 483 www.turville.org

The Meeting is open to the public and members of the press.

Appendix 1 - Correspondence from 12th March to 1st July 2020

1. Email from Buckinghamshire Council cancelling the town/parish planning session – forwarded to Cllrs.
2. Email from Chris Whitehead – Coronavirus update from Martin Tett, Leader of the Shadow Authority – forwarded to Cllrs.
3. Email from BMKALC forwarded from NALC about Useful Health & Wellbeing Tool from LGA – forwarded to Cllrs.
4. Further Member Update from Martin Tett, Leader of the Shadow Authority – forwarded to Cllrs.
5. Update on the Coronavirus from Bucks CC – forwarded to Cllrs.
6. BMKALC - Staying updated email – forwarded to Cllrs.
7. Email from BMKALC re: Buckinghamshire councils lift all parking charges and restrictions to support communities during Coronavirus outbreak – forwarded to Cllrs and added to Facebook page and website.
8. Email from ICO Information regarding Data Protection and Community Groups – forwarded to Cllr Nuttgens.
9. Email from Councillor Whitehead re: South West Chiltern Community Board Virtual Meeting – forwarded to Cllrs.
10. Email re: former Councillor – Clerk responded.
11. Email Coronavirus (Covid-19) Councillor Fund – forwarded to Cllr Nuttgens.
12. Letter to town and parish councils from Martin Tett, Leader Buckinghamshire Council – forwarded to Cllrs.
13. Email from PKF Littlejohn regarding instructions delayed pending clarity over coronavirus implications – forwarded to Cllrs.
14. Email from BMKALC re: Scamming complaints on the rise as virus continues to spread – forwarded to Cllrs, added to website.
15. Email from Buckinghamshire Council - Local lifelines support work for residents at highest risk – forwarded to Cllrs.
16. Email re: Notice of Adoption Canopy Cover Supplementary Planning Document from Buckinghamshire Council – forwarded to Cllrs.
17. Email re: coronavirus scams – forwarded to Cllrs.
18. Notice of virtual WDALC meeting – forwarded to Cllr Jones.
19. Buckinghamshire Council support for small businesses – forwarded to Cllrs.
20. Update on Town and Parish Council involvement in planning applications – forwarded to Cllrs.
21. Open Spaces Society magazine – for info.

22. Clerks and Councils Direct magazine – for info.
23. Northend Common land owner contact details request – Clerk actioned.
24. Buckinghamshire Council email about new Local Enforcement Plan – forwarded to Cllrs.
25. Thames Water extra support email - forwarded to Cllrs.
26. Email re: outstanding invoices for grass cutting – Clerk responded.
27. Email re: response from Open Spaces Society on grazing rights – forwarded to Cllrs.
28. Email from BC re: Buckinghamshire welcomes three new Deputy Lieutenants – forwarded to Cllrs.
29. Email re: Community Board Coordinator - Meeting Date and Introduction – forwarded to Cllrs.
30. Email from BMKALC re: Your chance to comment on proposed Code of Conduct – forwarded to Cllrs.
31. Email from BMKALC re: Council Meetings and Playground Update – forwarded to Cllrs.

Appendix 2 – Virtual Meeting Procedure

From 4 April 2020 until May 2021, Parish Councils have been given provision under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations") to hold legal virtual meetings in order that Parish Council business can be maintained.

A variety of different platforms including Microsoft Teams, Google Hangouts or Zoom are available.

The Parish Council has chosen to use the Zoom platform in order that the meeting is publicly available. The Clerk will Host the meeting using the Parish Council-paid account.

The meeting will be a formal Parish Council meeting and will be held using the agenda and summons which the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations and associated policies.

A code and link to the virtual meeting will be published on the agenda (which will also go on the noticeboard), on the website and on social media in order that the public are able to attend, just as they would be able to attend a meeting in the Village Hall, Northend or the Bull and Butcher, Turville.

Attendees will also have the ability to dial in to the meeting via telephone.

Attendees will collect in the Zoom 'waiting room' prior to the meeting. As the 'Host', the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman's request.

All attendees will be set to 'mute' on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants, if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

In order to protect participants from malware, the 'chat', file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the 'share screen' function.

As with meetings in the Village Hall, Northend or the Bull and Butcher, Turville, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

Anyone wanting to speak should raise their hand using 'raise hand' in the options within the Participants section [or by waving if they're using a camera so that the Chairman can see].

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings 'Virtual Background' or alternatively should consider what can be seen behind them while on camera