

**Notice of the meeting of Turville Parish Council on  
Wednesday 13<sup>th</sup> September 2023 at 7.30pm, Northend Village Hall, Northend**

*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. A brief presentation from James Cripps**

Mr Cripps is the voluntary Planning Officer for Turville Parish appointed by the Chiltern Society.

**2. An update from the Chiltern Society regarding the management of Northend Common**

If a representative is available.

**3. Apologies for absence:**

Any apologies to be given. Cllr Abbot has given apologies.

**4. 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.

**5. To confirm the minutes of the ordinary meeting held on 12<sup>th</sup> July 2023**

Minutes from the meeting held in July to be confirmed as accurate and signed by the Chairman.

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

- Cllr Chambers has resigned from the PC, Clerk has started the co-option procedure by informing Buckinghamshire Council. Notices will be displayed.

**7. 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.

**8. Reports to be received if any:**

Clerk has attended the SLCC Clerks Forum, Buckinghamshire Council Clerks meeting and a LNRS webinar.

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

- Clerk has reported potholes around the parish to Transport for Bucks via [Fix My Street](#) which is an online service that anyone can use.

**10. Planning:**

**a) Buckinghamshire Council decisions made since previous meeting – to be noted only:**

[23/06199/FUL – Cobstone Mill Farmhouse Turville Valley Road Turville](#) – Householder application for construction of single and double storey rear extension to house including link extension between house and annex, construction of new detached garage outbuilding and associated external works – **Application Withdrawn**

[22/07862/FUL – Park Cottage Northend Road Turville Heath](#) – Householder application for construction of single storey detached outbuilding for use as summer room following demolition of existing garage/workshop – **Application Permitted**

[23/06566/TPO – Heath House Northend Road Turville Heath](#) – Reduce crown in height by up to 2.0m and lateral spread by a maximum of 3.0m to suitable secondary growth points. This will be a proportional reduction targeting heavy over extended laterals particularly on the northern aspect and crown lift to a height of 4.0m targeting secondary growth points only x 1 Sycamore (T1) – **Application Permitted**

**b) Planning Inspectorate Appeal decision – to be noted only:**

APP/K0425/C/22/3307989 – [Vine Lodge Northend Road Northend](#) – Appeal against breach of Condition 4 (Materials) of planning permission 19/05909/FUL (amended by 19/06577/MINAMD) due to the use of un-knapped flint blocks – **Enforcement Notice Quashed, Appeal Allowed**

**c) Applications awaiting decision by Buckinghamshire Council – to be noted only:**

[23/06792/LBC – Old Beams Turville Valley Road Turville](#) – Listed building application for replacement of four badly decayed windows comprising one window to the front (north) elevation and three windows to the rear (south and west) elevations and replacement of storm canopy over front door

[23/06975/CTREE – Holly Tree Cottage Turville Heath](#) – Fell to ground level as it has outgrown its surroundings x 1 Field Maple and fell to ground level as they are outgrowing the close proximity to the property and the trees canopy line prevent the light entering the back of the property x 8 Leylandii trees (G1)

[23/06924/CTREE – Orchard Cottage Turville Valley Road Turville](#) – Reduce crown to previous pruning points to 1 x Horse Chestnut (T1) to prevent further contact with the building and allow more light) (circa 2m reduction in height and radial spread) and remove 3 lower branches to 1 x Sycamore (T2) over the neighbours property

**d) New applications to be considered the PC with comments to be submitted to Buckinghamshire Council planning portal, including any applications received between the circulation of this agenda and the meeting:**

[23/06727/FUL](#) and [23/06728/LBC](#) – The Old Vicarage Turville Valley Road Turville – applications for replacement of swimming pool, pool house and greenhouse; erection of a garden store and associated landscape, boundary treatment, drainage and demolition works

[23/06770/FUL](#) – and [23/06771/LBC - Stayes Wood Northend Road Northend](#) – applications for construction of single storey detached shower room outbuilding and outdoor swimming pool. Insertion of new external door to western elevation of house

**11. To consider and approve if appropriate a [scheme of delegation for the Clerk](#)**  
Draft scheme is attached, Councillors to consider and adopt if appropriate.

**12. To consider adopting a [Grants Policy](#)**

Following the decision made previously regarding PLI for any events being held in the parish that would be to the benefit of parishioners, the PC to discuss adopting a Grants Policy to clearly lay out the necessary criteria for any donation towards costs be made. Draft policy attached.

**13. To consider applying for a [20 mph speed limit through the parish](#)**

Turville Village Association have confirmed that there is no desire to use money from filming companies to assist in the funding of a lower speed limit, so all costs would need to be paid by the parish council. Information about the procedure from Buckinghamshire Council is attached.

**14. Finance**

Copies of the accounts have been circulated to the Councillors for reading prior to the meeting. The bank statements will be available for inspection at the meeting.

a) Balances:

Opening Balance 01/07/2023	<b>14500.23</b>
Less July payments	<b>(3941.87)</b>

Balance 01/08/2023	<b>10558.36</b>
Less August payments	
Salary via S/O	(257.29)
Beechridge Service – grass cutting, Turville	(70.00)
<b>Closing Balance 31/08/23 unrestricted reserves</b>	<b>10231.07</b>

b) To confirm the following payments:

Lorna Coldwell – salary September – paid via Standing Order	257.29
Lorna Coldwell – expenses July/August	119.58
Beechridge Services – grass community	220.00
Turville Northend Village Hall – hire (invoice not yet received)	20.00
<b>Total:</b>	<b>596.87</b>

c) To nominate a Councillor to check and approve the bank reconciliation.

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

Wednesday 8<sup>th</sup> November – location TBC

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

6<sup>th</sup> September 2023

LM Coldwell

## **Turville Parish Council**

### **Scheme of Delegation**

Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities. The power to delegate functions by local councils is set out in the amended Local Government Act 1972 S.101 (Appendix 1)

Decisions are normally taken by the Parish Council at its regular bi-monthly Parish Council meeting or at an additional meeting specifically convened for that purpose. Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

Examples are:-

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts and completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest.
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.

Convening a meeting takes a minimum of three clear days (not counting Sundays and Bank holidays) and on rare occasions emergency business arises that needs a decision and/or action to be taken and it would be inappropriate to convene an additional ordinary meeting of the Council to consider the issue. As the Council has power under s. 101, LGA 1972 to arrange for the discharge of any of its functions by an officer of that authority, it is common practice for standing orders or council resolutions to provide for specific areas of decision-making to be delegated to a proper officer (see LGA 1972 s.270(3) for a formal definition). The Clerk and the Responsible Finance Officer are Boddington's proper officers.

The Clerk carries out the functions as provided by the Local Government Act 1972, and as set out in the job description for the post. The Council may delegate the full authority of the Clerk to any other temporary or permanent member of staff to act in the Clerks absence. In practice the Clerk and RFO deputise for each other. Delegated actions shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation, and in line with directions given by the Council from time to time.

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) to act with delegated authority in the specific circumstances detailed.

## **1. Responsible Financial Officer Duties & Powers**

The Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

## **2. Proper Officer Duties & Powers**

2.1 The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing interests at meetings;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices, agreements, licences or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by another local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Keep proper records for all Council Meeting
- 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him/her regarding the conduct of elections

2.2 In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Authorisation of routine expenditure within the agreed budgets.
- 2.2.3 Emergency or necessary expenditure up to £500 outside of the agreed budget (see 7 - Urgent matters below).
- 2.2.4 Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- 2.2.5 Liaise with Buckinghamshire Council on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.
- 2.2.6 Make decisions as to whether items are appropriate for inclusion in the website and/or social media channels.
- 2.2.7 Submit comments to planning applications upon agreement from Councillors via email where the deadline would otherwise pass.

2.3 Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

## **3 Urgent Matters**

3.1 In the event of any matter arising ***which requires an urgent decision*** notwithstanding delegated powers granted by paragraph 2.2 above, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman and those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

- 3.2 Before exercising the delegated powers granted by paragraph 3.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.
- 3.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

**Draft Policy – September 2023**

## APPLICATION FOR GRANT AID - POLICY

Thank you for your interest in applying for a grant from Turville Parish Council. Please read the grant policy below before starting to fill in the form.

If you require any advice or guidance, please contact Turville Parish Council on 01494 881 483 or [turvilleparishcouncil@gmail.com](mailto:turvilleparishcouncil@gmail.com)

Completed forms to be returned by email or to – Turville Parish Council.

### TURVILLE PARISH COUNCIL GRANTS POLICY

Grants will usually only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Parish Council and that will contribute positively to the life of people living, working and visiting the areas of Turville, Turville Heath, Northend, and Southend. The application form is designed to show general indication of need, but is not limited and can be flexibly applied. Please be aware that you may be required to attend a parish council meeting to answer any further questions that the parish councillors may have.

1. Grants will not be made to :
  - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
  - Organisations who wish to pass on money to other individuals or groups.
  - Political organisations or projects.
2. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
3. In the case of a less formal group, a named organiser should be nominated by the group to act as treasurer for the purpose of the grant administration and to receive the grant on behalf of the group. These arrangements should be minuted at the group's meeting and a copy of the minutes supplied to Turville Parish Council.
4. The Parish Council will only consider an application if accompanied by the required financial and organisational information.

5. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
6. The Parish Council will not make grant funding on a retrospective basis.
7. Community grant applications are reviewed by the Parish Clerk, and then formally referred to an ordinary Parish Council meeting for a decision.



## **Turville Parish Council** **Application Form for Grant Aid**

Turville Parish Council receives funds from Buckinghamshire Council called the precept, which is to fund the running of the Parish Council. There is no other source of income for the Parish Council. A small amount of this money is budgeted for donations.

We want to make sure the money is used in the best possible way on behalf of **all** residents.

Please provide the information requested below to enable us to do this. You should submit the application **at least four weeks** before you require the funding.

The documents requested will be at the discretion of the Parish Council if they are unavailable to be seen.

### **YOUR ORGANISATION**

1. Name of organisation
  
2. Are you a Community group / club / society / registered charity (please delete)
  
3. Contact details of person making the application  
Name

Address

Telephone

Email

Role (chairman, treasurer)

4. What are the aims of the organisation?
5. What are its main activities?
6. Are you applying for a grant for a one-off activity or project?
7. Are you likely to request funding for similar costs on an annual basis?  
(If this application is granted, you may be able to submit a briefer application in future years. Please keep a copy of this application as you will need to refer to it if you wish to apply again.)

### **YOUR ACTIVITY/PROJECT**

8. For what purpose will the grant be used?
9. How will this grant benefit the residents of Turville parish?
10. How much will this project/activity cost? (You may be asked for quotes/estimates)
11. How much are you requesting from the parish council?
12. Where will the remainder of the money come from? (Eg your own reserves, fundraising, other grants)

13. When will the grant be required?

Please provide the following:

Copy of the Constitution of the organisation

Copy of the most recent Audited Accounts and Balance Sheet

Other supporting documents eg plans, quotes, photos

**I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.**

Signed:

Date:

Please return the completed form with supporting documents to:

Mrs Lorna Coldwell, Clerk [turvilleparishcouncil@gmail.com](mailto:turvilleparishcouncil@gmail.com)

**Draft Policy – September 2023**

## **Buckinghamshire Council approach to 20mph Speed Limits**

Buckinghamshire Highways follows Department of Transport (DfT) guidance when [setting local speed limits](#).

20mph speed restrictions may be suitable for streets that are primarily residential and in either town or city streets where pedestrian and cyclist movements are high, such as around schools, shops, markets, playgrounds and other areas, where motor vehicle movement is not the primary function.

Successful 20mph zones and 20mph speed limits generally should be self-enforcing, i.e. the existing conditions of the road lead to a mean traffic speed broadly compliant with the desired speed limit. To achieve compliance there should be no expectation on the police to provide additional enforcement beyond their routine activity, unless this has been explicitly agreed.

There are two types of 20mph speed limit:

- 20mph limit; this is a signed speed limit with entry signs and repeater signs.
- 20mph zone; this is an area of traffic calming with entry signs only.

### **20mph Limit**

National DfT guidance 'Setting Local Speed Limits', 2013, states:

“Research into signed-only 20mph speed limits shows that they generally lead to only small reductions in traffic speeds. Signed-only 20mph speed limits are therefore most appropriate for areas where vehicle speeds are already low. This may, for example, be on roads that are very narrow, through engineering or on-road car parking. If the mean speed is already at or below 24 mph on a road, introducing a 20mph speed limit through signing alone is likely to lead to general compliance with the new speed limit.”

### **20mph Zone**

A 20mph zone is slightly different and would usually need to feature a series of traffic calming measures (though these could be existing features within the highway such as bends, narrowing). These features would aim to reduce speeds close to 20mph and therefore would aim to gain support from TVP. The cost of installing traffic calming can be expensive – e.g. build-outs or speed cushions, which both require adequate lighting. Zones usually cover a number of roads.

## How the process works

Thames Valley Police (TVP) and Buckinghamshire Council currently only support a 20mph limit on roads without traffic calming where mean speeds are at or below 24mph. There is a charge for this service, which would need to be met by the Parish to Town Council. The proposal to undertake the assessment must be supported by the Buckinghamshire Council elected Member for that ward. Each supported request for Buckinghamshire Highways to install 20mph limits is assessed individually against DfT guidance. Fundamentally if speeds are already low (i.e. below 24mph) then a 20mph limit may be appropriate. If average speeds are higher than 24mph then then a 20mph limit is unlikely to be successful without traffic calming. The cost of the traffic calming is often the reason why these limits are not progressed.

Does the Parish Council/Town Council/External Participating Stakeholder agree to fund & support?

If yes:

- Do all local Buckinghamshire Council Ward Members support the request?

If yes:

- A request is made to Buckinghamshire Highways for a Speed Limit Assessment (£921) and Speed Survey(s) (£504.70 each).

If the request is agreed:

- Does the Speed Limit Assessment support a 20mph signed only speed limit?

If yes:

- Do all local Buckinghamshire Council Ward Members support it?

If yes:

- Obtain Community Board and Buckinghamshire Council councillor approval for feasibility and works delivery\*. Secure minimum 50% external match funding from others (e.g parish).

\*Staff, capacity and financial resource will need to be available.

If this is obtained:

- Proceed with the legal (statutory) consultation with the proposals to implement a new Traffic Regulation Order and implement posts and signs. Typical costs can vary depending on scheme but are circa £10,000 to £50,000.

## Request a change to speed limits

Any changes to a speed limit will need to be funded by:

- your [parish or town council](#)
- a [Community Board](#)
- independent sources, such as local businesses

- a Section 106 developer funded agreement

The only exceptions to this will be speed limits introduced as part of a casualty reduction scheme. To request a change to a speed limit, contact your [parish or town council](#).

### **Parish councils**

If parish councils support a request for a change of speed limit, they can ask Buckinghamshire Highways for a [speed survey](#).

Requests for speed limit changes will need to comply with the [national guidance on setting local speed limits](#).

### **Costs**

A request is made to Buckinghamshire Highways for a:

- Speed Survey(s), costing £490 each (£504.70 from 1 April)
- Speed Limit Assessment, costing £890 (£921 from 1 April)

The full cost of changing a speed limit is in excess of £10,000.