

# Notice of the meeting of Turville Parish Council on Wednesday 11<sup>th</sup> May 2016 at Turville Northend Village Hall, Northend following the Annual Parish Meeting and Annual Parish Council Meeting commencing at 7.30 pm

## Agenda

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the Ordinary Meeting of 9<sup>th</sup> March 2016.
4. To report on matters arising from the minutes not on the agenda
  - Reply received from the Ministerial Support Team at DCMS in response the PC's letter regarding mobile phone coverage in the parish.
5. Public question and answer session
6. Reports to be received (if required):
  - a. Meetings attended
    - 17/03/16 Rural Forum (RJ)
    - 08/05/16 Turville Community Space (AN)
7. Items to note:
  - a. Work on Northend Road, Turville Heath to take place 19/04/16.
  - b. Highway maintenance work on Dolesden Lane is scheduled to take place from mid-May for 8 days. Daytime closure will be in operation 07.00-19.00hrs.
  - c. The undergrounding of the electrical cabling in Turville is planned to start soon. No date given as yet. The work will result in School Lane and Square close closed for traffic for 2 days. There will be emergency access provided.
8. Broadband: verbal update report to be provided at the meeting. Possible actions to be discussed.
9. Planning:
  - a. WDC decisions:
    - 15/07889/FUL- the Mill House, Turville. Amended plan submitted. The application was called to the WDC Planning Committee. PC had objected and the chairman had spoken at Committee. The application was permitted at the Planning Committee.
    - 16/05039/FUL site of Brackendale, Northend. Demolition of existing dwelling & erection of a detached 4-bed dwelling with double garage (alternative to 15/05019/FUL). PC had not commented. WDC permitted
    - 16/ 05497/CTREE Orchard Cottage, Turville. Reduce height of chestnut T1 to 8 metres. PC no objection. WDC decided not to make a TPO.
    - 15/08456/FUL Cobstone Mill, Ibstone. Householder application for erection of part single/part two storey side/rear extension and basement area, single storey side extension and first floor side extension to existing dwelling. (application in a neighbouring parish, visible from Turville). The PC had not commented, WDC permitted.
    - 16/05628/FUL Woodpeckers, Turville Heath. Householder application for raising of & extension to roof in connection with additional rooms in roof space & replacement of roof tiles to all, new timber cladding throughout, erection of balustrade to ground floor terrace & alterations to fenestration. PC no objection, but commented. WDC Permitted.
  - b. New applications:
    - 16/05964/FUL Summerheath Cottage, Dolesden Lane, Turville Heath. Householder application for installation of 1.8m high electric gate at front of premises.

- 16/06022/FUL The Kites, Northend. Householder application for construction of single storey glazed side extension.
- 16/06198/LBC Summer Cottage, Drovers Lane. Listed building consent for relocation of summer house.
- FYI: 16/05987/MINAMD Summer Cottage, Drovers Lane. Proposed non-material amendment for construction of a single storey building to side incorporating single garage, bike/log store and ancillary residential accommodation and a single storey summer house to rear following removal of existing outbuildings and summerhouse granted under 13/07266/FUL. The location of the summer house is to be moved by approx. 2.4m eastwards and the plan has been altered. The PC has not been consulted on this application.

c. Other planning related matters:

- Prominent exterior lighting has been fitted to the new house Tumblewood in Northend. Residents have raised the matter with the developer.

10. Turville Nursery School:

- a. The school is seeking permission to place an A-board on the village green owned by the PC in Turville advertising the Nursery. Were the PC to grant this permission they will probably need to seek planning permission from WDC under the Town and Country Planning Regulations (control of advertisement) (England) regulations 2007.
- b. The school had asked the clerk if they could place advertising and directional notices on posts around the parish. This is not permitted by BCC. Clerk had sent them the BCC regulations.

11. Approve the suggested 4 footpath stiles to be replaced with gates. Expenditure approved at the March meeting. Proposals to be brought to the meeting.

12. Maintenance of assets.

- a. Cllr Nuttgens has examined the necessary work to be carried out and has obtained two estimates for the required work. The meeting to decide on who should carry out the work and the timing and extent of the expenditure.
- b. The required glass pane has been purchased for the telephone box in Turville.

13. CIL money received by the PC.

The PC has by now received £3,572.79 in CIL money. This money has to be spent within 5 years of receipt. The 1<sup>st</sup> tranche £1,930.43 was received in October 2015, the 2<sup>nd</sup> in April 2016 £1,642.36. The PC has wide ranging powers to spend this money, it can be used for new infrastructure projects, or maintenance of existing ones, green infrastructure or anything else that is concerned with addressing the demands that the development places on the area. If the money is not spent within the 5 years or not spent according to the regulations, then any unspent money has to be passed back to WDC. The PC to consider use of this money.

14. Himalayan balsam.

To note the excellent progress that was made in 2015 and that the work will be carried out as agreed by the contractor in 2016.

15. Dog fouling along footpaths in Turville.

PC to consider the purchase of litter bin(s). Cllr Nuttgens has researched various options and has discovered that it is no longer required to separate dog waste from other types of household waste. A dual use litter bin could be placed in the village without too much intrusion possibly near the phone box and maybe a second one in the pub carpark. Cost of a bin approx. £200 and approx. £250 p.a. to empty the bin.

16. LAF budget 2016/17.

Members of the South West Chilterns and Marlow Local Area Forum have been asked to submit proposals of use of the remaining funding in this year's budget (£2,300). The suggested focus is on Care for the Environment. There is until 06/06/16 to submit bids. The PC to consider if the parish has any proposals in the pipeline that it may wish to submit.

17. Approve the updated Financial Standing Orders.

18. Finance:

- a. Note internal audit report, Don Timms reported “that everything was in order in accordance with current regulations”.
- b. To approve the asset register as at 31/03/16
- c. To approve and adopt the accounts for 2015-16 in the receipts and payments format.
- d. To note the year end bank reconciliation.
- e. To approve and sign the Governance Statement for 2015-16.
- f. To approve and sign the Statement of Accounts 2015-16
- g. Decide the 30 working days the elector’s rights may be exercised; this period has to include the first 10 working days of July.
- h. Received: CIL payment relating to Oct’15-March ’16 of £1,642.36 and VAT repayment 2015/16 £664.01
- i. Between meetings Chq 185 @ £18.00 to RJ Symes for grass cutting was signed.
- j. Request received from the Open Spaces Society for a donation to their “Find our Way fund”. This relates to the government’s decision that many unrecorded historic routes will be extinguished on 01/01/2026. See attached letter. Cllr Nuttgens has volunteered to join a group led by BCC to look into this.
- k. Approve clerk’s salary incl. working from home allowance April and May 2016 by S/O of £277.75 per month.
- l. The Nationwide account has been closed and the funds transferred to the Lloyds bank account.
- m. Bank balances:

Opening balance 30/03/16-	£ 6,396.81
Add income	<u>£ 2,306.37</u>
	£ 8,703.18
less uncleared SO	£ 277.75
Less May meeting payments	£ 422.13
 Closing balance	 <u>£ 8,003.29</u>

NOTE: included in the above balance is £3,572.79 CIL money leaving a “free” balance of £4,430.50

NB: 1<sup>st</sup> half of the 2016/17 precept has not yet been received £3,250 nor the council tax support grant approx. Local £67.

n. Financial position as at 11/05/16

Income	YTD 11/05/16 £	Budget 2016/17 £
Precept		6500.00
WDC local council tax support grant		67.00
CIL	1642.36	1650.00
Vat repay	664.01	600.00
<b>Total income</b>	<b>2306.37</b>	<b>-.00</b>

Expenditure	YTD	Budget
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	<b>11/05/16</b> <b>£</b>	<b>2016/17</b> <b>£</b>
Staff costs incl working from home allowance	277.75	3366.00
Admin Expenses	72.53	500.00
Insurance	276.49	265.00
Grass cutting	0	270.00
Donations	0	100.00
Subscriptions	46.00	170.00
Maintenance	0	400.00
Internal/external audit fee	20.00	40.00
Training	0	50.00
Commons	0	3000.00
Sundry	0	50.00
Vat	7.11	600.00
<b>Total expenditure</b>	<b>699.88</b>	<b>8811.00</b>

o. To approve and sign the following payments;

<b>Cheques to be approved:</b>	<b>Description</b>	<b>£</b>
WDALC	Subscription 2015/16	10.00
CPRE	Subscription 2016/17	36.00
Came and Company	Renewal insurance 2016/17	276.49
Mr D Timms	Internal audit	20.00
D Hansen	Clerk's expenses April/May	79.64
Total		422.13

19. The clerk has tended her resignation. A replacement needs to be sought. A job description and advertisement to be agreed.

20. To confirm date of the next Meeting Wednesday 13 July in Turville at 7.30pm.

Dates for future meetings:

Wednesday 14 September in Northend and 9 November in Turville.

Deirdre Hansen, Clerk to the Council

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