**Notice of the meeting of Turville Parish Council on Wednesday 14th March 2018 at The Bull and Butcher, Turville**

*Dear Councillors,*

*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. **To confirm the Co-option of 2 new Members of Turville Parish Council and to sign the Declaration of Acceptance**

Following the resignation of Cllrs Drage and Cairns in December, the parish council had 2 casual vacancies. Following the Notices of Vacancy being displayed, no requests for an election were made and therefore the vacancies can be filled via co-option. Deborah Abbot will sign the Declaration of Office at this meeting, Hector Sants is unable to attend and will sign the Declaration at the meeting in May.

1. **Apologies for absence:**

Any apologies to be given and accepted if appropriate.

1. **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.

1. **To confirm the minutes of the Ordinary Meeting held on 10th January 2018**
2. **To note correspondence received by the Clerk with any actions taken from 10th January to 6th March 2018**
3. Draft letter from WDALC to the Secretary of State re: unitary authority – forwarded to Cllr Jones as representative.
4. Notification of Roadworks: A404 / M40 Junction 4 Handy Cross Roundabout (Buckinghamshire) Resurfacing – forwarded to Cllrs, information put on website and Facebook page.
5. Press release from BCC about potholes – forwarded to Cllrs.
6. Information from Cllr Whitehead about planning enforcement at WDC – forwarded to Cllrs.
7. WDALC minutes – forwarded to Cllr Jones as representative.
8. Road order closure Northend – forwarded to Cllrs, information put on website, Facebook page and Turville.net.
9. Email from Oxford County Council Better Broadband for Oxfordshire advising that cabinet 4 has been switched on – forwarded to Cllrs.
10. Information about a road closure in Fawley – forwarded to Cllrs.
11. Best Kept Village information – forwarded to Cllrs. None of the villages in the parish meet the criteria.
12. Information about Handy Cross roundabout closures – forwarded to Cllrs.
13. Notification of training session by BMKALC – forwarded to Cllrs.
14. NALC census survey for Councillors – forwarded to Cllrs.
15. Information about Ibstone Road road closure by Thames Water – forwarded to Cllrs, information placed on Facebook page.
16. Email from Cllr Hussey, the new Bucks Parish Council representative on the Chilterns Conservation Board – forwarded to Cllrs.
17. BCC Draft Freight Strategy – forwarded to Cllrs. No relevance to the parish.
18. Email from Kier Services re: Handy Cross roundabout – forwarded to Cllrs.
19. Agenda for Wycombe District Rural Forum – forwarded to Cllrs.
20. **To report on matters arising from the minutes not on the agenda – for information:**
* Clerk has waited until new Members have been co-opted before printing the parish leaflet discussed at the previous meeting.
* Clerk has spoken with Cllr Teesdale, the County Councillor who says she is aware of the state of Holloway Lane and has suggested when the weather improves a trip out with the Local Area Technician to see what could be done with the remaining money in the budget.
* Clerk submitted the paperwork for the District Councillor Ward Bursary, but it may be past the deadline.
* The address has been updated on the bank account with Lloyds.
1. **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.

1. **Reports to be received if any:**
* Meeting held about the prospect of holding a May Day celebration in Turville village.
* The NAG meeting was postponed due to the snow at the start of March.
1. **Items to note:**
* Several complaints were received about a new stile installed at Dolesden Lane which made it very difficult for people to access the footpath. Cllr Nuttgens called the landowner to discuss, and a kissing gate has now been installed.
* Clerk and Cllr Nuttgens will be attending a conference run by BMKALC about Respect, Trust and Better Working Relationships.
* Clerk has reported various potholes around the parish to TfB.
* There are defibrillator training sessions being held on Tuesday April 24th in Hambleden Parish. These are free of charge sessions to learn CPR and how to use a defibrillator. Details can be got from clerk@hambleden.org.uk
1. **Superfast Broadband:**

An update to be provided if available from Cllr Wels (and any other Councillor as appropriate) to include an update about the work of the Turville Broadband Action Group. The website <http://www.tb-ag.org/> gives updates to anyone interested. Leaflets about the website and the action group have been printed and have been or will soon be distributed to residents in the Hambleden Valley.

1. **Planning:**
2. WDC decisions made since previous meeting:

**17/08344/CTR –** Cobstones Turville Valley Road Turville – Fell to ground (Cherry, Whitebeam & Elder) in rear garden and grind resulting stumps to below ground level - **Not to make a Tree Preservation Order**

**17/08349/CTR –** Land Surrounding Turville Park And Lime Avenue Northend Road Turville Heath – Tree works as per schedule - **Not to make a Tree Preservation Order**

**17/08188/FUL –** Southend Cottage Southend Common Southend – Householder application for construction of single storey side/rear extensions and associated alterations - **Application Permitted**

**18/05047/CTR –** Cobstones Turville Valley Road Turville – Fell T1 (Crabapple), T2 (Apple), G1 (Mixed Holly Plum Rhus) & G2 (Mixed Hornbeam Elder Plum) and replace with fruit trees (small orchard) – **Not to make a Tree Preservation Order**

1. Applications awaiting decision by WDC:

There are no outstanding applications currently.

1. New applications to be considered by the PC:

**18/05361/FUL and 18/05362/LBC –** Turville Heath House Turville Heath Conversion of existing barn to create 1 x 1 bed dwelling and erection of 2 x outbuildings (all ancillary to main dwelling)

1. **CIL Money received by the PC:**

The Community Infrastructure Levy money currently stands at £3372.79. £2000 is earmarked for funding the pond project in Northend, although this project is currently at a stand still. Other CIL money has been used for replacement benches at Churchfield Wood and Southend Bridleway. PC to discuss if any other projects have been identified to spend CIL funds on. There are restrictions as to what CIL money can be spent on, namely infrastructure needs in the parish.

Cllr Nuttgens has been approached by a resident about using the money towards a memorial bench for residents in Turville to be placed in the churchyard.

1. **The PC to discuss the website and if any changes are necessary:**

The current website is hosted and updated by a resident in Northend, who very kindly has done this free of charge for a number of years but would be happy to pass it on. He also runs Turville.net and the email communications for this. The current website could not be used due to the private nature of the server, a new website would need to be set up. Bucks Voice is a free website that other small parish councils use to display minutes and agendas, which is a condition of the Transparency Code for smaller authorities. Should the website be used as a way to communicate more with the parish, for example giving dates of social events and other items of interest to resident’s not just agendas, minutes and financial information? This would likely need a website that costs money to create and maintain.

1. **The PC to discuss whether the agenda and draft minutes should be placed on the noticeboards in the parish:**

It was decided at some point in 2015 that the agenda for meetings and the draft minutes were not to be placed on the 5 noticeboards around the parish. The Transparency Code for Smaller Authorities states that “the data and information specified in this Code must be published on a website which is publicly accessible free of charge”. Agendas, draft and then confirmed minutes are all placed on the parish council website, [www.turvilleparishcouncil.org.uk](http://www.turvilleparishcouncil.org.uk). Some residents may not have access to this website, which is why many clerks for other parish councils in the area place them on noticeboards also.

1. **The PC to discuss the purchase of a laptop for the parish council that the Clerk would use:**

Currently the Clerk uses a laptop and printer owned by Hambleden Parish Council. Clerk applied to National Association of Local Councils and received a grant for £255.17 towards the cost of a laptop. Suggestions for a laptop to purchase have been circulated to the Councillors (see appendix a). Also to take into consideration is the cost of any software packages including anti-virus.

1. **The PC to discuss the General Data Protection Regulations coming into force May 2018 and the ramifications for the parish council:**

Clerk attended a training session about the incoming changes last week, and is attending a further one in April. Appendix b contains further information about this. The parish council holds little personal data but will still be affected by the new regulations.

1. **The PC to discuss the defibrillator at Northend:**

Cllr Wels checks the AED and discovered recently that it was not working. It has been sent off for diagnostic checks and a loan defibrillator is currently on site. There are options about how to proceed:

1 – not to fix the AED, and hand back the loan AED therefore Northend would no longer have a defibrillator.

2 – send to Life Sciences for repair. The cost of diagnosing a fault is roughly £160 however this fee is waived if it is repairable under warranty. The company who supplied the AED is checking the date of manufacture, a warranty is 7 years. If the machine is repairable but not under warranty, cost of doing so will be advised depending on the fault. Some problems such as water ingress are not covered under warranty.

3 – if the machine is beyond economic repair, it can be used as a discount amounting to £125 on a new AED unit, meaning the cost to purchase a new AED would be £850 +VAT which £25 postage charge. The parish council can reclaim VAT on purchases. If this were to happen, the diagnosis cost is waived.

There is approximately £1700 in the charity fund held by SCAS that was raised previously for the AEDs.

1. **The PC to discuss mobile signal and problems with it in the parish:**

Problems with mobile signal, particularly with O2, were raised in the public question time at the January meeting. The mobile mast in Lane End at the water tower was put back online at the end of January, and O2 said that they would be upgrading it in due course. TBAG have said that there is scope for this group to look at mobile signal problems in the parish and surrounding areas.

1. **The PC to discuss the 4th stile to be replaced via the Chiltern Society Donate-a-Gate scheme, paid for in 2017 by the PC to open up a circular walking route in the parish:**

The landowner for the last stile has not responded to attempts at contact by Buckinghamshire County Council. The Strategic Access Officer in charge has suggested either finding a new position for the last gate or returning the money to the parish council.

1. **Finance**

The accounts including bank statements will be at the meeting for Councillors to inspect

1. To discuss the budget (appendix c)
2. To add Cllr Wels as a signatory to the account – paperwork to be filled in and sent to Lloyds Bank
3. Bank balances:

|  |  |
| --- | --- |
| Opening Balance 01/01/18 | 9820.18 |
| Less January payments  | (381.30) |
| Opening Balance 01/02/18 | 9438.88 |
| Less February payments – salary via S/O | (257.29) |
| Closing Balance 28/02/18 | 9181.59 |
|  |  |

1. Reserves**:**

|  |  |
| --- | --- |
| CIL restricted reserve | 3372.79 |
| (CIL – committed for Northend pond | 2000.00) |
| CIL restricted reserve less Northend pond | 1372.79 |
| Unrestricted reserve | 5808.80 |
| Total reserves as of 28/02/18  | 9181.59 |

1. To sign the following payments:

|  |  |
| --- | --- |
| Lorna Coldwell – March salary – paid via Standing Order  | 257.29 |
| Lorna Coldwell – expenses and mileage January/February  | 95.24 |
| Bucks and Milton Keynes Association of Local Councils – 2 x Good Councillors Guide for new Members | 10.00 |
| **Total:**  | **362.53** |

A cheque may be signed for the TBAG leaflets, if a receipt is provided – this expenditure has been previously agreed

1. **To confirm the date for the next meeting as:**

Wednesday 9th May – the Village Hall, Northend

6th March 2018

Lorna Coldwell, Clerk to the Council

The Chimes, Park Lane, Lane End, High Wycombe HP14 3LB

 turvilleparishcouncil@gmail.com

[www.turvilleparishcouncil.org.uk](http://www.turvilleparishcouncil.org.uk)

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