**UNCONFIRMED**

**MINUTES OF THE TURVILLE PARISH COUNCIL MEETING**

**Held on Wednesday 14th March 2018 at 7.30pm at the Bull and Butcher, Turville**

PRESENT:

Alice Nuttgens – Chair, Ray Jones, Dan Wels, Deborah Abbott

In attendance: Mrs L Coldwell – Clerk

3 members of the public – Angela Fois, Danny Fois, Maggie Yeo

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| **17/18.92** | **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 Abbott signed the Declaration of Acceptance of Office, Hector Sants was unable to attend and will sign the declaration at the May Ordinary parish council meeting. |
| **17/18.93** | **Apologies for absence:**  Apologies received from Hector Sants – apologies accepted. |
| **17/18.94** | **Disclosure of Pecuniary and Personal Interest in items on the agenda:**  Cllr Nuttgens declared a personal interest in planning applications 18/05361/FUL and 18/05632/LBC, Turville Heath House. |
| **17/18.95** | **To confirm the minutes of the Ordinary Meeting held on 10th January 2018:**  The minutes of the Ordinary meeting held on 10th January 2018 were agreed by the Councillors and signed by the Chair. |
| **17/18.96** | **To note correspondence received by the Clerk with any actions taken from 10th January to 14th March 2018:**   1. Draft letter from WDALC to the Secretary of State re: unitary authority – forwarded to Cllr Jones as representative. 2. Notification of Roadworks: A404 / M40 Junction 4 Handy Cross Roundabout (Buckinghamshire) Resurfacing – forwarded to Cllrs, information put on website and Facebook page. The roundabout will be closed weekend 16/03/18 following a delay from the snow. 3. Press release from BCC about potholes – forwarded to Cllrs. 4. Information from Cllr Whitehead about planning enforcement at WDC – forwarded to Cllrs. 5. WDALC minutes – forwarded to Cllr Jones as representative. 6. Road order closure Northend – forwarded to Cllrs, information put on website, Facebook page and Turville.net. 7. Email from Oxford County Council Better Broadband for Oxfordshire advising that cabinet 4 has been switched on – forwarded to Cllrs. 8. Information about a road closure in Fawley – forwarded to Cllrs. 9. Best Kept Village information – forwarded to Cllrs. None of the villages in the parish meet the criteria. 10. Information about Handy Cross roundabout closures – forwarded to Cllrs. 11. Notification of training session by BMKALC – forwarded to Cllrs. 12. NALC census survey for Councillors – forwarded to Cllrs. 13. Information about Ibstone Road road closure by Thames Water – forwarded to Cllrs, information placed on Facebook page. 14. Email from Cllr Hussey, the new Bucks Parish Council representative on the Chilterns Conservation Board – forwarded to Cllrs. 15. BCC Draft Freight Strategy – forwarded to Cllrs. No relevance to the parish. 16. Email from Kier Services re: Handy Cross roundabout – forwarded to Cllrs. 17. Agenda for Wycombe District Rural Forum – forwarded to Cllrs. Cllr Jones will attend. 18. Email from District Cllr Whitehead re: rural housing – forwarded to Cllrs. It was agreed for Cllr Nuttgens to attend a meeting with Cllr Whitehead and WDC to discuss affordable rural housing in the area. 19. Email from WDC re: modernising local government announcement from Sajid Javid being minded to approve a single unitary authority for Bucks – forwarded to Cllrs. Clerk is attending a Clerks meeting at WDC next week where this will be discussed and will report back. 20. DCLG statement regarding the proposed Unitary Authority for Bucks – forwarded to Cllrs. |
| **17/18.97**  Action:Clerk | **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. This will now be ordered to be printed and distributed ASAP. |
|  | * 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. Cllr Nuttgens commented that some potholes have been filled in but they are already failing causing more complaints. * Clerk submitted the paperwork for the District Councillor Ward Bursary, but it was past the deadline. Cllr Whitehead has said it will be allocated from the next funding, commencing April 2018. * The address has been updated on the bank account with Lloyds. |
| Action:Clerk | * The original wall display mounts discussed last year and approved to be ordered in November to be placed in the telephone box in Turville and bus shelters in the parish have never been delivered and are now out of stock. Clerk has found the same from an alternative supplier and will order. |
| **17/18.98** | **Public question and answer session:**   * Danny Fois commented that about 12 years ago affordable housing in the parish was discussed, and some possible sites were found. The Rural Housing Trust at the time said the sites identified were unsuitable. The housing need for Wycombe District has altered since then so it may be that the criteria for sites has changed. It would be helpful to know the criteria required for a site before looking into possibilities. |
| **17/18.99** | **Reports to be received if any:**   * Cllr Nuttgens reported from the May Day meeting held 13/03/18. 6 residents attended, and it was decided that having a Maypole would be very complicated to organise in a short space of time – this is to be revisited this later in 2018 (around September) to start planning for next year. A low key activity such as a barbeque and a few games will happen, open to everyone in the parish. Cllr Abbott will take the lead on this for the parish council. Angela Fois will set up a Facebook group for information about social activities such as this event in the parish. * The NAG meeting was postponed due to snow at the start of March, a new date has not been organised yet. |
| **17/18.100** | **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 has spoken with the landowner who confirmed that it was a temporary measure whilst re-fencing work was carried out. * Cllr Jones will attend the Wycombe District Rural Forum next week. * Clerk and Cllr Nuttgens will attend 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 obtained from [clerk@hambleden.org.uk](mailto:clerk@hambleden.org.uk) |
| **17/18.101** | **Superfast Broadband:**  An update to be provided if available from Cllr Wels about the work of the Turville Broadband Action Group. The website <http://www.tb-ag.org/> gives information to anyone interested.  Cllr Wels reported that a meeting was held on 29/01/18 to discuss superfast broadband rollout, and the possibility to extend the scope of the group to include mobile phone coverage in the parish further down the line. The superfast broadband flier has been distributed to everyone in the parish, which has meant that quite a few people signed up to the email distribution list.  There have been instances where people have been promised faster speeds that have not been delivered, which has been due to technical reasons and has been fixed by BT engineers.  TBAG held a meeting with a representative from Connected Counties, which is the governmental body responsible for the superfast broadband rollout in Bucks and Herts. The key issue taken from this meeting is that once the current timetable has finished in September 2019, if a property does not have superfast broadband then it is not part of the current phase and will not be scheduled to receive it. TBAG are having to provide postcodes and coverage details to Connected Counties for them to look at what the situation is in those specific areas. The group are looking at what can be done to find out where the parish is in terms of the rollout and what if anything on the timeline is slipping and how this can be avoided. There are small pockets of houses that are beyond the reach of the newly installed cabinets and therefore cannot get superfast broadband as BT will not install a new cabinet for a small number of houses.  It was commented that customers must ring BT or another provider to upgrade to superfast broadband, it will not be done automatically. The TBAG website has lots of helpful information about how to upgrade to superfast broadband if the capability is available. |
| **17/18.102** | **Planning:**   1. 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) **- no objection, however the wildlife survey submitted is out of date and we would want to see a new one carried out before a decision is made.** |
| **17/18.103**  Action:Clerk | **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 standstill. There are restrictions as to what CIL money can be spent on, namely infrastructure needs in the parish.  Cllr Wels updated about the Northend pond – there is some enthusiasm with residents for having a pond, but there is a concern is that there is no longer a way to enable the pond to fill – money could be spent to sort it out but it will never be full of water! Rainwater that used to fill the pond is now directed to soakaways. Even with the recent snow and rain the water level has remained the same.  Cllr Nuttgens has been approached by a resident about using some of the money towards a memorial bench for residents in Turville to be placed in the churchyard. This would be a substantial covered bench for people to sit and take in the view, dedicated to past residents of Turville village with a plaque that could be added to when needed. Clerk to approach the Church to see if they would agreeable to this. |
| **17/18.104**  Action:  Cllr Wels/  Clerk | 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.  Cllr Wels has volunteered to host a new website on his server. It will have all different information relevant to the parish, including social events. Clerk and Cllr Wels will liaise to work on setting up the new website which the Clerk will update when needed. |
| **17/18.105** | **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.  Cllr Wels asked at his recent Councillor Induction training if notices should be displayed and was told yes. All in agreement for agendas and minutes to be placed on noticeboards going forward by the Clerk. If needed, Clerk will ask Members to display on noticeboards. |
| **17/18.106** | **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. Cllr Wels says that Google Documents would be a sufficient tool for parish council work which would save the cost of a Microsoft license, and therefore a Chromebook could be used. All in agreement for the Clerk to proceed with purchase up to £255.17. |
| **17/18.107** | 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, and is attending a further one in April. Appendix b (attached) contains further information about this. The parish council holds little personal data but will still be affected by the new regulations and will need to have new policies written. The new website will be able to host email addresses as @turville.org which all have agreed would be very useful. All in agreement for a shredder to be purchased to dispose of any documents containing personal data that are no longer needed. This matter will be revisited at a later date when the guidelines are decided and advice has been given from the SLCC and NALC. |
| **17/18.108** | 1. **The PC to discuss the defibrillator at Northend:**   Cllr Wels checks the AED and discovered recently that it was not working. A loan defibrillator is currently on site. There are options about how to proceed:  1 – not to fix the AED, 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. It is believed that the machine will still be in warranty. 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.  Cllr Nuttgens proposed to send the machine off for fixing, Cllr Jones seconded – all in agreement. It was agreed to pay up to £350 for any repairs from the charity fund. Cllr Wels will organise for the AED to be sent to Life Sciences. |
| **17/18.109** | 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. This has meant that many people once again have a mobile signal. TBAG have said that there is scope for this group to look at mobile signal problems in the parish and surrounding areas once a satisfactory conclusion has been made to the superfast broadband problems. |
| **17/18.110**  Action:Clerk | 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. Clerk to ask BCC to write one more time to the landowner. |
| **17/18.111**  Action:Clerk | **Finance:**   1. To discuss the budget (appendix c) – all in agreement, approved 2. To add Cllr Wels as a signatory to the account – the necessary paperwork was filled in and signed for Cllr Wels to take to Lloyds Bank with proof of ID to be added as a signatory 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 | | Printing ink for May Day leaflets – all approved | 32.24 | | **Total:** | **394.77** |   All payments agreed and cheques signed. The accounts and most recent bank statements were circulated to all to view, approved and signed by the Chair.  Paperwork was filled in to remove Cllrs Cairns and Drage as signatories on the account.  Clerk to send to Lloyds Bank. |
| **17/18.112** | **Date of Next Meeting**  The date if the next meeting was confirmed as Wednesday 9th May, to be held at the Village Hall, Northend. This will also be the Annual Parish and the Annual Parish Council meeting.  The meeting was closed at 21.36. |
|  | The Chair ………………………………………………… Date ……………………….. |