

MINUTES OF THE TURVILLE PARISH COUNCIL MEETING
Held on Wednesday 9th May 2018 at 7.50pm at the Village Hall, Northend

PRESENT:

Alice Nuttgens – Chair, Ray Jones, Dan Wels, Deborah Abbot, Hector Sants

In attendance: Mrs L Coldwell – Clerk

2 members of the public

18/19.8 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. Cllr Abbot was co-opted at the March parish council meeting. Sir Hector Sants signed the Declaration of Acceptance to be co-opted to the Parish Council. The parish council is now at full quorum once again.

18/19.9 Apologies for absence:

District Cllr Whitehead. Apologies accepted.

18/19.10 Disclosure of Pecuniary and Personal Interest in items on the agenda:

Cllr Sants declared a pecuniary interest in planning application 18/05596/FUL Cobstones, as his own residence.

18/19.11 To confirm the minutes of the Ordinary Meeting held on 14th March 2018:

The minutes of the Ordinary meeting held on 14th March 2018 were agreed by the Councillors and signed by the Chair.

18/19.12 To note correspondence received by the Clerk with any actions taken from 15th March to 9th May 2018:

Items 18, 19 and 20 received between the agenda being published and the meeting date.

1. Invitation to the Clerks meeting held at WDC in light of recent statement regarding the single Unitary Authority – forwarded to Cllrs.
2. Email re: closures to Handy Cross roundabout weekend 16/03/8 – 19/03/18 – forwarded to Cllrs.
3. Agenda for WDALC – forwarded to Cllrs asking if anyone is attending or if membership to be rescinded.
4. Email from BMKALC re: Reminder Request to Promote Responses from Councils to CoSIPL Standards Call for Evidence By 27/4 – forwarded to Cllrs.
5. Open Spaces Society magazine – will bring to meeting.
6. Information from WDC re: Modernising Local Government – forwarded to Cllrs.
7. Open Spaces Society spring mailing list and GDPR – for info.
8. LCR magazine – will bring to meeting.
9. CPRE – Countryside Voice magazine – will bring to the meeting.
10. Invitation to meetings with Martin Tett on future of Bucks local government – forwarded to Cllrs.
11. Countryside Voice magazine – shall bring to meeting.
12. WDC Rural Farm Forum minutes – forwarded to Cllrs.
13. Invite to Parish Liaison meeting at BCC – forwarded to Cllrs.
14. Confirmation of submission of Local Plan to the Planning Inspector – forwarded to Cllrs.
15. Invite to Project Griffin training – forwarded to Cllrs.
16. Slides from Respect, Trust and Working Relationships training attended – forwarded to Cllrs.
17. Invitation to Penn public meeting regarding unitary options – forwarded to Cllrs.

- 18. Notification of a poll from WDC re: unitary authority – forwarded to Cllrs.
- 19. Parish Liaison meeting with BCC notes – forwarded to Cllrs.
- 20. Clerk and Councils Direct magazine – available at the meeting

18/19.13 To report on matters arising from the minutes not on the agenda – for information:

Action:Clerk

- The Turville leaflet has not yet been printed as Clerk has been waiting on confirmation of certain names and phone numbers which have not yet been received. Clerk will chase. To add to the leaflet that the rounders match will be held the 3rd weekend in September.
- Cllr Wels has been added as a signatory to the bank account after more difficulties with Lloyds Bank. Cllrs Drage and Cairns have been removed.
- Clerk has heard from SSE and site visits will be carried out next month in preparation for the works which are scheduled for this financial year. Clerk has been asked to be kept informed of any dates scheduled.
- Cllr Sants has asked SSE if there would be any interest in undergrounding of the cables that run from Cobstones to St Marys cottages at the same time. SSE have said they think it would be unlikely that they would be willing to do this work as well.
- Bucks County Council have written to the 4th landowner about the stile for a final time. If there is no response forthcoming, then a new position will need to be found. The district councillor ward bursary was granted for £233 towards a new stile also, so there is possibly 2 new locations needed.
- A new website for the Parish Council has been created: www.turville.org which has not only Parish Council news but local community news too. Emails from Turville.net will be encompassed in the new website. The PC wishes to thank Rob Oldershaw for running the previous parish council website and for all his help and assistance with it.
- Clerk purchased one leaflet holder to make sure it was acceptable before buying more. It will be suitable for the telephone box in Turville village and the bus shelters. Clerk to purchase 3 more for other bus shelters and organise a handyman to install. Clerk to inform the Hambleton Valley Business network so that they are aware and can use to display leaflets.
- A new battery was given for the AED in Northend which did not make a difference. Cardiac Services have confirmed that the AED is now out of warranty. They have suggested using a cable to clear the error message, but there is a good chance that this will not work, meaning that the AED is useless and will need to be disposed of. There is currently loan machine there.

18/19.14 Public question and answer session:

Action:Clerk

A Northend resident attended to give an update on the pond. She is trying to get together a group to work on it. A parishioner who is a tree surgeon has agreed to carry out tree works for free. Transport for Bucks have said that water could be diverted from the road into the pond to keep it "topped up". Fundraising would be necessary to fund more works that are needed. To be discussed at the next meeting. Cllr Wels to be liaison with the group and report back any further information, including costings for restoration which would give a target figure for fundraising.

Action:Clerk

Suggestion of a plaque by a tree at Turville Heath, to thank Margaret Drage for her service to the parish council. Clerk to investigate cost of a plaque on stone to ensure longevity. A parishioner has offered to install should permission from the landowner be given.

18/19.15 Reports to be received if any:

- NAG meeting attended by Cllr Jones and Clerk.
There has been a slight increase in burglaries in the area. Speedwatch as it currently stands will be ceasing due to a change in role for PC Turnham.
- Report from Cllr Nuttgens and Clerk about the Respect, Trust and Working Relationships training workshop held by BMKALC.
Very interesting session about how parish councils can work more cohesively together.
- Report from Future Bucks meeting and WDC Modernising Local Government meeting attended by Clerk – also an agenda item, see later.
- May Day event
The event was well attended, and people enjoyed it. Residents brought their own food to cook on a BBQ and watched a film on a screen on the village green. Cllr Abbot felt

that the event this year was very good and should continue forthcoming years. Another meeting will be held later on in 2018 to discuss what could be done for next year.

- Report from defibrillator and CPR training held recently. Cllrs Nuttgens and Abbot attended and found it interesting. There are 2 AED machines in the parish, in Turville village and Northend in phoneboxes. The most important take away from the training is that CPR is more important than the defibrillator, so if someone is on their own with a patient the emergency services will not offer the code to open the box to get the defibrillator.
- Would there be interest in first responder training in the parish? A previous course did not have enough volunteers for a training session to run. Clerk to speak to other parishes to see if there would be interest in a shared session.

Action:Clerk

18/19.16 Items to note:

- Clerk purchased a new laptop with the money from the Transparency Fund
- A meeting has been set up by District Councillor Whitehead to discuss affordable housing in his ward. Cllr Nuttgens will be attending on behalf of the PC. Cllr Abbot has said that she will try to attend as well.

18/19.17 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 (TB-AG). The website <http://www.tb-ag.org/> gives updates to anyone interested.

Cllr Sants said currently they are trying to establish who does not have access to an acceptable broadband service and what if any date is currently scheduled by BT to address this. The information that Connected Counties has is still out of date, and TB-AG are trying to find someone at BT Openreach who potentially may be able to help with accurate information. Once this has happened the group will be able to see what can be done to help these people. BT and Connected Counties do not seem to be interested in finding out who does not have superfast broadband.

If any residents do not have superfast broadband but would like it, please let TB-AG know through the website.

18/19.18 Planning:

a. WDC decisions made since previous meeting:

18/05596/FUL – Cobstones Turville Valley Road Turville – Householder application for construction of 3 x rear dormer windows and insertion of rooflight to rear roofslope – **Application Permitted**

18/05052/FUL – Overdale Northend Road Northend Buckinghamshire – Householder application for demolition of southwest part of main house, garage and shed, remove tennis court, construction of two storey side/rear extension to main house and new detached garage and store and associated alterations – **Application Permitted**

b. Applications awaiting decision by WDC:

18/05696/FUL – The White Hart Inn Northend Road Northend – householder application for demolition of existing lean to, rear extension, construction of single storey side and rear extensions, renovation to existing roof including new enlarged dormer window to rear and associated external alterations (alternative scheme to pp 16/07307/FUL) – PC commented no objection between meetings.

Applications 18/05361/FUL and 18/05362/LBC Turville Heath House were withdrawn by the applicant.

c. New applications to be considered by the PC:

18/05877/FUL – Swains Northend Road Northend – Householder application for construction of extensions and alterations to existing dwelling to include remodelling the exterior and alterations to detached garage – **no objection**

18/19.19 CIL Money received by the PC:

The Community Infrastructure Levy money currently stands at £3372.79. £2000 is earmarked for funding the pond levy project in Northend, plans were discussed earlier in this meeting. Other CIL money has been used for replacement benches at Churchfield Wood and Southend Bridleway. 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 single memorial bench with multiple plaques for residents in Turville to be placed in the churchyard. Clerk has approached the Church about this, who were positive and planned to discuss it at the annual PCC meeting in April. Clerk has been told they were unable to discuss it at this meeting but will do so at their next meeting which is in June. Cllr Sants suggested any memorial to be in stone, which will have more longevity. To be discussed

Action:Clerk

at the July meeting after the Church meeting with an update from them.

18/19.20 The PC to discuss blocked drains and gullies in the parish:

There are currently many blocked drains/gullies causing flooding when there is lots of rain. Transport for Bucks will add them to be cleared if the exact locations of the drains/gullies are reported to them.

Cllr Nuttgens would like to be with TfB when they carry out an inspection, as lorries and larger vehicles have churned up the sides of the road and the gullies have disappeared. There were gullies on Holloway Lane which would take a lot of the runoff water to save it going into a huge puddle at the bottom of the hill. Clerk to speak with TfB to see if the Local Area Technician will come out for a site visit with Cllr Nuttgens.

18/19.21 The PC to discuss the incoming General Data Protection Regulations and the role of the Data Protection Officer:

Action:Clerk

The proposed amendment was not passed, and parish councils do need to appoint a DPO. Bucks and Milton Keynes Association of Local Councils will act as a DPO for smaller authorities for 1 year (service level agreements still to be agreed). This would be free for the PC. Cllr Nuttgens proposed Clerk for DPO, seconded by Cllr Sants. All in agreement to appoint Lorna Coldwell as the Clerk as the Data Protection Officer for Turville Parish Council. The necessary policies for the PC to be compliant with the GDPR which goes live 25th May 2018, as listed below were approved by all and resolved to be adopted:

- i) Privacy Notice for website
- ii) Assessment of Personal data
- iii) Information and Data Protection Policy
- iv) Retention and Disposal Policy
- v) Appendix A: Documents for Retention and Disposal
- vi) Email Privacy Notice
- vii) Councillor Privacy Notice

New email accounts will be set up for all Cllrs by Cllr Wels specifically for parish council business.

Passwords for the laptop and an online storage facility to be given to the Chairman. Copies of these policies are available on the website, but not on the noticeboards.

18/19.22 The PC to discuss whether any comments are to be made to Central Government about the proposed unitary authority for Buckinghamshire:

Local Government will be changing in Buckinghamshire, with the choice being a single unitary option (proposed by Bucks County Council) or a 2 unitary option, one in the North of the county and one in the South (proposed by the District Councils). More information about the business cases proposed can be found at: <https://www.modernisingbucks.org/> (2 unitary option) and <http://futurebucks.co.uk/> (single unitary option). The Secretary of State has recently following a Cabinet reshuffle changed to James Brokenshire MP, who has still asked for representations to be made to him.

Clerk attended presentations held by both BCC and WDC and gave an overview. Clerk to draft a letter for approval to be sent to the Secretary of State, detailing concerns about providing services with the correct amount of local knowledge with either option.

18/19.23 The PC to discuss problems with walkers straying from the paths at the Wormsley Estate:

The Estate have contacted the PC as they are having problems with walkers straying from the designated rights of way in Blackmoor Wood, which is to the north of Northend. Deer are actively managed in this area and there are concerns about the safety of walkers and their dogs if they leave the signposted paths. Wormsley Estate are taking measures to make the rights of way even more clear.

Cllr Nuttgens feels that it is the responsibility of the landowner to warn and control where walkers should be on footpaths. The PC support and encourage people to obey the regulations but it is not our role to police and communicate this. Generally local residents do adhere to the paths. All in agreement, Cllr Nuttgens to feedback to Wormsley Estate.

18/19.24 Finance:

The accounts including bank statements were available be at the meeting for Councillors to inspect.

a) To receive the internal auditor report – Miss Legg carried this out and reported that “all is in order with current regulations”. Some instances were identified where VAT had not been reclaimed for 2017/2018 where it could have been. *Noted.*

b) To approve and adopt the accounts for 2017/2018 in receipts and payments format. *Approved and signed by the Chair.*

Action:Clerk c) To note the end of year bank reconciliation. *Noted.*

d) To fill in the Annual Governance statement for 2017/2018 to send to the external auditor. *Completed.*

Action:Clerk e) To confirm the dates for the 30 days elector’s rights may be exercised, which must include the first 10 working days of July. Clerk proposes 04/06/18 to 13/07/18. *Agreed.*

f) To add Cllr Abbot as a signatory to the account – paperwork to be filled in and sent to Lloyds Bank. *Signed by existing signatories, Cllr Abbot to complete and take to Lloyds Bank.*

g) To note that the first half of the precept and the Council Tax Support Grant has been received. *Noted.*

h) To note the receipt of the District Councillor ward bursary for a new stile. *Noted.*

i) To consider a contribution to Hambleden Parish Council for use of printer and printer ink. *Cllr Nuttgens proposed a contribution of £85, Cllr Wels seconded. All in agreement, cheque to be signed.*

j) Bank balances:

Opening Balance 01/03/18	9181.59
Less March payments	(429.77)
	<i>including direct debit to ICO</i>
Opening Balance 01/04/18	8751.82
Less April payments – salary via S/O	(257.29)
Closing Balance 30/04/18	8494.53

Reserves:

CIL restricted reserve	3372.79
(CIL – committed for Northend pond	2000.00)
CIL restricted reserve less Northend pond	1372.79
Unrestricted reserve	5121.74
Total reserves as of 28/02/18	8494.53

To sign the following payments:

Lorna Coldwell – May salary – paid via Standing Order	257.29
Lorna Coldwell – expenses and mileage March/April	357.14
Miss K Legg – internal audit fee	35.00
Inspire – insurance renewal 2018/2019	344.11
BMKALC – copy of “Being a Good Employer”	3.00
Northend Village hall hire	20.00
Hambleden Parish Council – printer ink contribution	85.00
Total:	1101.54

All cheques signed.

18/19.25 Date of Next Meeting

Wednesday 11th July – the Bull and Butcher, Turville. The meeting was closed 21.34.

The Chair Date