

## **TINGEWICK PARISH COUNCIL**

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18<sup>th</sup> MAY 2017 AT 7.30PM

**PRESENT:** Cllr Richard Fenemore  
Cllr Martin Hornsey  
Cllr Pat Swinburne  
Cllr Sara Churchfield  
Cllr Trisha Lightfoot  
Cllr Ed Maxwell  
Cllr Andrew Jenkinson  
Cllr Charlie Clare, County Councillor  
Cllr Patrick Fealey, District Councillor  
Samantha Chandler, Clerk

**IN ATTENDANCE:** 0 Members of the public

### **56 Election of Chairperson**

It was proposed that Cllr Lightfoot be elected as Chairperson

Proposed: Cllr Hornsey                      Seconded: Cllr Swinburne                      Agreed

### **57 Election of Vice Chairperson**

It was proposed that Cllr Hornsey be elected as Vice Chairperson

Proposed: Cllr Maxwell                      Seconded: Cllr Fenemore                      Agreed

### **58 Acceptance of Office**

Cllr Lightfoot accepted office as Chairperson

Cllr Hornsey accepted office as Vice Chairperson

Cllr Lightfoot thanked Cllr Fenemore for his time as Chairperson

### **59 Apologies**

None

### **60 Declarations of Interest;**

- a. Register of Interests: Councillors are reminded of the need to update their register of interest.
- b. To declare any Personal Interests in items on the agenda and their nature. None.
- c. To declare any Prejudicial Interests in items on the agenda and their nature. None.

**61 Minutes:** To consider the approval of the minutes of the last meeting of the Parish Council, held on Thursday 6<sup>th</sup> April 2017 (Previously circulated)

Proposed: Cllr Hornsey                      Seconded: Cllr Swinburne                      Approved

### **62 Matters Arising:**

Open Forum Item 6, July 2016 Meeting: Meeting minutes of subcommittees publicly released, in particular the Rec Ground Committee. Cllr Roy suggested that at the next meeting the working party will be asked to consider whether they want to release the minutes or notes taken, however there have been no meetings recently. No further updates.

### **63 County Councillor's Report:**

Cllr Charlie Clare is now officially the Bucks County Councillor.

Cllr Clare advised that he had received an email from a concerned resident regarding the S106 money for education, (from the proposed development on Water Stratford Road) being allocated for two schools in Buckingham and not for Roundwood. Cllr Clare explained that the S106 money for education can only be spent on CREATING new placed within the site and can not be used for upgrading the facilities and the Roundwood school is receiving funds from the Bovis S106 which will bring the school to its capacity.

Cllr Clare advised that the new County Cabinet has been confirmed, the full details of which can be found on the BCC website.

Cllr Clare expressed his enthusiasm for his new position, and asked all residents to please keep in touch, report any issues and feel free to ask for information when needed.

#### **64 District Councillor's Report:**

Cllr Fealey advised that he attended a council meeting last night. He advised that all UKIP members have now become independent and while all the committees have to be re-managed, there have been very few changes in the committee.

Cllr Fealey advised that the unitary council application has been put on the backburner, as the national elections are coming up.

Cllr Fealey updated that the Aylesbury Vale Local Plan will be going to consultation on 2<sup>nd</sup> August, for a period of 8 weeks – two weeks longer than usual, due to the summer holidays.

Cllr Churchfield asked Cllr Fealey if he was able to comment on AVDC's stance regarding the Gladman development application and appeal and Cllr Fealey advised that AVDC are minded to reject it, however it has now gone to appeal to be determined by a higher authority, which he explained seems to be the common practice in these instances.

#### **OPEN FORUM**

*No members of the public in attendance.*

**65 Planning;** To consider the following planning applications received;

#### **17/01364/APP - TINGEWICK, Land Off Gorrell Lane**

Residential development comprising the erection of twelve dwellings with garages, access road, parking, drainage and associated works.

Tingewick PC objected to this development when it was for 9 houses, however the application was still approved so the PC does not feel it would be successful to object this time for 12 houses.

It was noted that while disappointing, the proposed development is within the AVDC guidelines to not include a provision of affordable housing. If this development is to go ahead it will put Tingewick over the number of required new homes to comply with the Aylesbury Vale 5 year housing supply, which could go in our favour when fighting the proposed Gladman development and it will also bring more S106 monies to be invested into the Parish.

NO OBJECTION

#### **66 Accounts**

The clerk presented the accounts.

There is a query regarding an invoice from E-on for where exactly the electricity supply being billed is for. The clerk will investigate further.

The transaction report and budget report will be resubmitted at the next meeting.

#### **67 Annual Return – To Approve Accounting Statements 2016/2017**

The Annual Accounting Statements were considered.

It was proposed that the Annual Accounting Statements be approved.

Proposed: Cllr Hornsey

Seconded: Cllr Swinburne

Approved

#### **68 Annual Return – To Approve Annual Governance Statements 2016/2017**

The Annual Governance Statements were considered.

It was proposed that the Annual Governance Statements be approved.

Proposed: Cllr Churchfield

Seconded: Cllr Jenkinson

Approved

#### **69 Financial Regulations - To review**

It was proposed that the Financial Regulations be adopted.

Proposed: Cllr Swinburne

Seconded: Cllr Jenkinson

Approved

## **70 Risk Assessment – Annual review of risk**

It was proposed that the Risk Assessment be adopted

Proposed: Cllr Hornsey

Seconded: Cllr Churchfield

Approved

## **71 Councillors' Reports and Items for Future Agenda**

For each Councillor to report matters of information not included elsewhere on the agenda, to agree urgent actions and to raise items for future agendas

- Lighting: Cllr Lightfoot

Everything in order. Waiting for Aylesbury mains to repair a damaged light / replace with a new light at the bottom of Church Lane as the wrought iron bracket was damaged.

Defibrillator update: grant application form completed, to be circulated to councillors, now need to send directly to lottery big fund. Defib hopefully being installed by September. Will be in the phone box outside the Village Hall. Includes training, however more information about that to come nearer the time.

- Footpaths and Pond: Cllr Churchfield

Nothing to report.

- Cemetery, Grass cutting and Special Projects: Cllr Swinburne

Resident has been in touch regarding two trees growing at the edge of the cemetery grounds, bordering her property.

Cllr Swinburne explained that there are shrubby hedges bordering the land and two trees have grown up in-between these. There is a six foot drop from the property border to the residential gardens below and the resident wishes to remove the trees to prevent the roots from interfering with a retaining wall built there. It was explained that the land belongs to the Church and not to the PC, so the resident will be advised to contact the Church.

- Playgrounds, Roads, Footways and Street Furniture: Cllr Hornsey

Regarding the pothole on the edge of the Village Hall carpark, Cllr Hornsey proposed that instead of waiting for BCC to assess it and decide if it is in their jurisdiction, which could take a great length of time, that we just have it repaired ourselves. He advised that he will enlist help from a local contractor and have the hole filled. All were in favour of this.

Playground inspections carried out with a few recommendations. The total quoted cost for repairs is £1435 at the school play area and £320 at the rec ground. The biggest (most expensive) item at the school play area is the climbing net, however this is not an urgently needed repair and is not dangerous to play on, so Cllr Hornsey recommends carrying out all repairs bar that climbing net.

It was proposed that the school be contacted to see if they would be willing to contribute to the repairs. Clerk to follow up.

- Recreation Ground: Cllr Fenemore

Hopefully now in the final stages of the purchase now as the purchase price has been agreed to by BCC and the PC offer of purchase has been accepted.

- Planning: Cllr Jenkinson

Only the one application since the last meeting, discussed above.

- Village Hall Wifi: Cllr Maxwell

The wifi has been installed and is working. Cllr Maxwell and Cllr Hornsey will now work together to establish how to change to password, proposing a quarterly change, which is displayed on the noticeboard and on the back wall near the router.

Cllr Maxwell advised that the Secretary of the Village Hall Management Committee asked about how we can restrict people using BBC iPlayer and other undesirable websites. Cllr Maxwell spoke with an expert on the subject who suggested the hall displays a letter advising the terms and conditions of using the wifi. Cllr Maxwell will draft one for display.

## 72 Correspondence

### a) Village of the Year 2017

PC contacted by a representative from Channel 4, inviting us to enter the Village Of The Year 2017, which is a television show hosted by Penelope Keith with a £10,000 prize.

The Cllrs agreed that while we are not sure our chances are high, it's worth looking into it.

### b) Cars parking on footpaths

A concerned resident contacted the Clerk to discuss the problem of people parking on the footpath and obstructing the footpath for pedestrians, when she saw an elderly disabled resident have to go out onto the road to get around a car that was parked on the footpath, too close to a building.

While parking on the footpath is not illegal, obstructing the footpath for pedestrians is. The Councillors have suggested that if anyone notices a car parked inconveniently, they are to call the police to report it, as it is a police matter.

The Clerk presented a poster that she found online while researching the legislation regarding parking on footpaths, the Councillors thought it to be very appropriate. The Neighbourhood Watch will display the poster, or something similar, around the village and it will be posted on the noticeboard as well as a friendly reminder

### c) Minutes appearing in Tingewick News

A resident contacted the PC regarding the meeting minutes not appearing in the Tingewick News. The Clerk explained that this was due to a miscommunication with the editor, regarding the submission date for the magazine in its printed form versus its online form. The Clerk assures that while the minutes are still available on the PC website and on the noticeboard, every effort will be made in future to assure the documents are submitted to the editor before the due date.

## 73 Neighbourhood Plan

At this stage, no new members have come forward to volunteer their time.

## 74 Village Hall Wifi

Cllr Hornsey reports the account has been confusing, one bill was charged then refunded and a new bill was received for a higher amount than expected. He is currently disputing it.

**75 Date of next meeting:** To confirm the date of the next meeting, scheduled for 1<sup>st</sup> June 2017

Meeting closed 21:40

Signed..... Dated.....

**Budget Report**  
01/04/17 Through 16/05/17 (in Pounds)

Category Description	01/04/17 Actual	- Budget	16/05/17 Difference
Adminstration			
Audit	0.00	-50.03	50.03
Broadband	0.00	-45.48	45.48
Computer	0.00	-87.93	87.93
Information Commissioner	0.00	-3.03	3.03
Insurance	0.00	-189.51	189.51
Meeting Room	-120.00	-37.90	-82.10
Payroll	-379.60	-574.61	195.01
Stationery & Sundries	-51.08	-94.00	42.92
Subscriptions	0.00	-30.32	30.32
Training	0.00	-9.09	9.09
Website	0.00	-137.96	137.96
<b>TOTAL Adminstration</b>	<b>-550.68</b>	<b>-1,259.86</b>	<b>709.18</b>
Cemetery			
Chapel	0.00	-31.83	31.83
Council Tax	0.00	-6.06	6.06
Grounds Maintenance (Cemetery)	-146.00	-374.48	228.48
Water	0.00	-30.32	30.32
<b>TOTAL Cemetery</b>	<b>-146.00</b>	<b>-442.69</b>	<b>296.69</b>
Churchyard			
Ground Maints (Churchyard)	-146.00	-247.12	101.12
<b>TOTAL Churchyard</b>	<b>-146.00</b>	<b>-247.12</b>	<b>101.12</b>
Discretionary			
Donations	-20.00	-24.25	4.25
<b>TOTAL Discretionary</b>	<b>-20.00</b>	<b>-24.25</b>	<b>4.25</b>
Fete & Beer Festival			
Fete	0.00	-30.32	30.32
<b>TOTAL Fete &amp; Beer Festival</b>	<b>0.00</b>	<b>-30.32</b>	<b>30.32</b>
Income			
Cemetery	0.00	94.00	-94.00
Interest	1.10	1.51	-0.41
Precept	15,100.00	3,805.48	11,294.52
Recreation Ground Booking	0.00	125.83	-125.83
Recreation Ground Fundraising	10.00	0.00	10.00
<b>TOTAL Income</b>	<b>15,111.10</b>	<b>4,026.82</b>	<b>11,084.28</b>
Infrastructure			
Dog Bins	0.00	-43.96	43.96
Safety Inspections	0.00	-15.16	15.16
Street Furniture	0.00	-81.87	81.87
Street Lighting Maintenance	-64.90	-189.51	124.61
Street Lighting Supply	0.00	-507.90	507.90
<b>TOTAL Infrastructure</b>	<b>-64.90</b>	<b>-838.40</b>	<b>773.50</b>
Pond			
Ground Maintenance (Pond)	-73.00	-145.54	72.54
<b>TOTAL Pond</b>	<b>-73.00</b>	<b>-145.54</b>	<b>72.54</b>
Public Relations			
Best Kept Village	-20.00	-3.03	-16.97

**Budget Report**  
01/04/17 Through 16/05/17 (in Pounds)

Category Description	01/04/17 Actual	- Budget	16/05/17 Difference
Christmas	0.00	-56.09	56.09
Tingewick News	-15.00	-12.12	-2.88
Tingewick School	0.00	-19.70	19.70
<b>TOTAL Public Relations</b>	-35.00	-90.94	55.94
Recreation Ground			
Electricity Supply	-1,008.29	-100.06	-908.23
Grass Cutting	-90.00	-227.41	137.41
Lease	-187.50	-95.51	-91.99
Play Equipment Repairs	0.00	-62.16	62.16
Recreation Ground Maint	-120.00	-315.35	195.35
<b>TOTAL Recreation Ground</b>	-1,405.79	-800.49	-605.30
Unassigned			
Uncategorised-Other	1,109.00	0.00	1,109.00
TO PC Current	-3,000.00	0.00	-3,000.00
TO VAT Control	-239.97	0.00	-239.97
FROM PC Current	239.97	0.00	239.97
FROM PC Deposit	3,000.00	0.00	3,000.00
<b>TOTAL Unassigned</b>	1,109.00	0.00	1,109.00
<b>OVERALL TOTAL</b>	13,778.73	147.21	13,631.52

**Transaction Report**  
01/04/17 Through 16/05/17 (in Pounds)

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Clr</b>	<b>Amount</b>
		BALANCE 31/03/17				332.50
01/05/17	203540	Buckinghamshire Best Kept...	Best Kept Village Entry 2017	Best Kept Village		-20.00
08/05/17	203539	S. Chandler	Clerk Wages - April	Payroll		-379.60
16/05/17	DEP	Transfer	Transfer	[PC Deposit]		3,000.00
16/05/17	203541 ...	Aylesbury Mains Ltd	Street light repairs	--Split--		-77.88
16/05/17	203542 ...	Tingewick & District News	Advertisement Fee full pa...	--Split--		-15.00
16/05/17	203543	R A Hart	repair water leaks in shower	Recreation Ground Maint		-80.00
16/05/17	203544 ...	Complete Ground Manage...	Grass Cutting	--Split--		-108.00
16/05/17	203545	AVALC	Donation	Donations		-20.00
16/05/17	203546	Tingewick Village Hall	Meeting Room Hire 5 Janu...	Meeting Room		-120.00
16/05/17	203547 ...	Staples	Stationery	--Split--		-43.97
16/05/17	203548 ...	BCC	Licence for Rec Ground 25...	--Split--		-187.50
16/05/17	203549 ...	E. On	Electricity Supply	--Split--		-1,209.95
16/05/17	203550 ...	T Styles	Contract Fee April 2017	--Split--		-405.00
16/05/17	203551	S. Chandler	Stationery & Sundries	Stationery & Sundries		-14.44
		TOTAL 01/04/17 - 16/05/17				<b>318.66</b>
		BALANCE 16/05/17				651.16
		<b>TOTAL INFLOWS</b>				3,000.00
		<b>TOTAL OUTFLOWS</b>				-2,681.34
		<b>NET TOTAL</b>				<b>318.66</b>