

## TINGEWICK PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> AUGUST 2016 AT 7.30PM

**PRESENT:** Cllr Richard Fenemore, Chairman  
Cllr Martin Hornsey, Vice-Chairman  
Cllr Trisha Lightfoot  
Cllr Dave Roy  
Cllr Sara Churchfield  
Cllr Patricia Swinburne  
Cllr Robin Stuchbury, County Councillor  
Samantha Chandler, Clerk

**IN ATTENDANCE:** 5 Members of the public

#### **109 Apologies**

None

#### **110 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

**111 Minutes:** To consider the approval of the minutes of the last meeting of the Parish Council held on 7<sup>th</sup> July 2016

Proposed: Cllr Roy                      Seconded: Cllr Hornsey                      Approved

#### **112 Matters Arising:**

Item 9: White Line Painting scheduled for July

Cllr Hornsey advised that the white lines have not yet been painted, although scheduled for July when AVDC workers were in the village doing road resurfacing work.) Frustrations expressed about lack of action on the list of jobs we have submitted. Contact with Mr Smith (AVDC) about this not proving easy or fruitful. Cllr Stuchbury offered his help and advised Cllr Hornsey to forward the matters to him for follow up.

**Action: Cllr Hornsey**

Open Forum Item 3: Road Signs obscured by hedgerows. Cllr Hornsey has spoken to Dave Smith from AVDC. Mr Smith says other works are being carried out in Tingewick at the end of July and this will be added to the list.

Cllr Hornsey to forward all incomplete BCC maintenance issues to Cllr Stuchbury for follow up.

**Action: Cllr Hornsey**

Open Forum Item 6: Meeting minutes of subcommittees publicly released, in particular the Rec Ground Committee. Cllr Roy suggested that with availability of the S106 money being discussed, it is likely the rec ground working party will increase the frequency of their meetings and at the next meeting the working party will be asked to consider whether they want to release the minutes or notes taken.

Cllr Roy advised that there have been no meetings of the rec ground working party since the last Council meeting.

**Action: Cllr Roy**

Item 99: Church Lane: massive hedge growing over the lane. This is an ongoing issue which BCC dispute whose responsibility it is. A resident has kindly trimmed it but it needs to be heavily pruned back. According to the village footpath plan, the area belongs to BCC as it is part of a publicly

maintained highway area, but this relates more to the roadway and not the surrounding garden/hedge. Cllr Fenemore suggested sending a letter to the homeowner.

Clerk sent a letter to the homeowner, who has stated that they are happy to maintain the hedge once it is proven that it is not the responsibility of BCC to do so. Cllr Churchfield presented the land map received from BCC which states the area in question does belong to BCC. Clerk to follow up with BCC.

**Action: Clerk**

Item 100: Village Hall Broadband/Wifi. A vote was taken and a majority of councillors was in favour. Associated costs will need to be investigated further.

Clerk advised that she had sourced information from BT in relation to a plan with fair pricing. If Councillors are happy to go ahead, installation can be organised.

Proposed: Cllr Lightfoot

Seconded: Cllr Hornsey

Approved

**Action: Clerk**

Item 101: MVAS, downloading statistics, battery life and sighting/location

Cllr Hornsey advised that he will be monitoring battery life and maintaining the MVAS and its positioning while Mr Styles is unable to.

Clerk advised that she is to be undertaking education with a representative from the MVAS provider Swarco, for the software to download the statistics.

**Action: Clerk**

Item 102: Website updates, a complete listing would need to be submitted for all website edits. Clerk advised that all edits so far have been completed, however the "Businesses" page on the website requires updating and this will take some time due to the number of businesses listed.

**Action: Clerk**

Item 103: Resident Bequest, Query received regarding a bequest being made to the village from a former resident up to the value of £1,000. Cllr Roy suggested something for the rec ground, perhaps a bench seat or picnic table. All present agreed this was a good idea. The executors of the estate are to be contacted to present the councils suggestion.

Clerk investigated and put forward best options for a picnic table, as the executor of the will believed the resident would like that most, being something for families to utilise at the rec ground. Councillors voted and all agreed on the "Oxford" table. Clerk to liaise with provider and executor and organise the installation.

**Action: Clerk**

Item 105: Tingewick Parish Crest / Logo, a suggestion was made to use the design on beer mugs from the annual fete and beer festival, which is a silhouette of the high street. This was deemed favourable by all present but would need to be investigated with the Fete Committee to find out where the design originated.

Cllr Fenemore advised that permission has been granted by the logo designer for it to be used as the Tingewick Parish Logo. Logo to be sent to clerk.

**Action: Cllr Fenemore**

### **113County Councillor's Report:**

Cllr Stuchbury advised that representatives from BCC are contacting local councils and offering to attend council meetings to discuss the Streamlining of Local Government, he recommends inviting them to attend one of the Tingewick Parish Council meetings to have them answer any questions the councillors may have.

Cllr Stuchbury advised that there is to be a review on adult provision of care. It was discovered that young people (aged 16-24) are unable to engage with services and are becoming more vulnerable.

Cllr Stuchbury advised that he believes the current system is failing to give parish and town councils more involvement at the onset of building developments and he is working to rectify it. Cllr Stuchbury advised there is a speed camera on the bypass enforcing 40 mile per hour speed limit and asks the Tingewick Parish Councillors to give their views to BCC on the proposed extensions to the A421roadway.

Finally Cllr Stuchbury offered his help to correspond with BCC regarding the purchase of rec ground. As it was approximately 3 years ago that the council was given a purchase price for the land and all BCC assets have been independently valued since then. Cllr Fenemore advised that all is currently going ahead since receiving the first tranche of S106 money, however we will let him know if we need his help in future.

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

Not in attendance.

#### **OPEN FORUM**

*A resident queried why the Tingewick & District News is not appearing on the website since May 2016?*

*The clerk responded that she was unaware this was part of her duties as it was not covered during handover with the previous clerk, however all issues will be uploaded to the website from now on.*

*A resident raised a gripe with Bovis regarding the promised affordable housing, as a local couple went to the site to speak with the sales staff and were advised that the lowest priced house was still close to £400K.*

*Cllr Churchfield advised that when she went to the Bovis site and spoke with staff, she was told that the affordable housing will be the last to be constructed as it hasn't been organised yet with design company.*

*Cllr Lightfoot added that with her experience in the property industry she would best surmise that the affordable housing will be built at the same time as the others but it most likely has not been decided which Housing Association to award the affordable housing to. She advised that she will investigate this further.*

**Action: Cllr Lightfoot**

*Two residents stated that they attended to hear the outcome of the street lighting trial*

*Cllr Lightfoot advised that only one response was received from the Tingewick New advert and she will respond in next issue of the Tingewick News.*

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

**16/02385/APP – TINGEWICK, 29 Stockleys Lane Tingewick** (External alteration to existing rear extensions and new double garage to front to replace existing parking bays)

As the application was received with very short notice for this meeting not all councillors had yet had a chance to properly look into it. Cllr Roy noted a concern about the garage being forward to the pavement edge. Cllr Churchfield agrees with same concern. It was noted that other houses in the same street have done similar with their garage extensions however they are further set back from the street edge. Cllr Roy will circulate an email to the Parish Council members for discussion.

Clerk advised that an email was received on this day from a representative at AVDC stating that there will be more information to come regarding this application however they clearly note that the proposed garage does not abut pavement. Clerk to forward the information to the councillors when it is received.

**Action: Clerk**

**16/02363/APP – TINGEWICK, Land Adjacent to The Wing Little Tingewick House Sandpit Hill Tingewick** (Erection of dwelling with ancillary parking and enclosed garden.)  
**No objection**

**16/02679/APP – TINGEWICK, Beech Bungalow Upper Street Tingewick** (Two storey rear extension with accommodation within the roof at second floor level & single storey side/rear extension with accommodation within the roof at first floor level, basement & outbuilding - alternative to planning permission 16/01560/APP)

**No objection**

**16/02683/APP – TINGEWICK, Land East Of Water Stratford Road Tingewick** (Erection of stable block including associated hard standing and access track)

**No objection**

**16/01977/APP – TINGEWICK, Stable Cottage Sandpit Hill Tingewick** (Provision of shed/log-store)

**No objection**

**16/02911/APP – TINGEWICK, The Barns Sandpit Hill Tingewick** (Erection of stable block comprising 3 stables and 1 tack room with a concrete base.)

**No objection**

**16/02907/APP – TINGEWICK, 20 St Marys Court Tingewick** (Rear conservatory)

**No objection**

**16/03010/APP – TINGEWICK, The Retreat Main Street Tingewick** (Demolition of existing single storey rear extension and outbuilding and erection of replacement single and two storey extension.)

**No objection**

**16/02895/APP – TINGEWICK, Bicester House Main Street Tingewick** (Conversion of existing outbuilding to residential accommodation including single storey rear extension.)

**No objection**

## **116 Accounts**

See appendix for details of transactions and budget report.

It was proposed that the Transaction Report be accepted.

Proposed: Cllr Swinburne                      Second: Cllr Roy                      Approved

It was proposed that the Budget Report be accepted

Proposed: Cllr Lightfoot                      Second: Cllr Swinburne                      Approved

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

Lighting: Cllr Lightfoot

Resident in Hickman close reported lights out – being attended to at the end of this week or early next week

Footpaths and Pond: Cllr Churchfield

2 incidences were reported to BCC via their online service portal about the footway to roundabout needing trimming. An automated response was received.

Cemetery, Grass cutting and Special Projects: Cllr Swinburne

A resident in a Hillside bungalow reported a “derelict” section of land. BCC says it belongs to the Housing Association. Cllr Swinburne is waiting for resident to get back to her with their findings. Otherwise all Grass cutting is going ok.

Under Special projects, Tingewick has won the Morris Cup in the Buckinghamshire Best Kept Village Competition. There is to be a presentation on Saturday 17<sup>th</sup> September.

Playgrounds, Roads, Footways and Street Furniture: Cllr Hornsey

Cllr Hornsey advised that he queried the formal process for lodging works, jobs etc. He was advised by a representative from BCC that all works are to be reported via the online service portal.

Recreation Ground: Cllr Fenemore

Cllr Fenemore advised that the new goal posts are to be put up soon by Mr Styles.

Planning: Cllr Roy

Cllr Roy advised that there have been two applications approved since the last council meeting, 16/01122/APP – Land Adjacent To Barton Road, erection of one industrial unit and 16/02094/APP - Jacobs, Water Stratford Road, demolition of conservatory and increase in roof height, and one consent refused, 16/02108/ATP – 1 The Maltings, to fell 11 conifers.

Cllr Roy advised there was no news yet on the land at Field Close because the owner has not yet signed the S106 agreement, which will include £37,000 for sport and recreation. There is a plan for houses approved but there will be no formal consent until the S106 agreement is signed.

Regarding the Vale of Aylesbury plan, Cllr Roy advised that an article has been written for the Tingewick News and a briefing note circulated to councillors. While Cllr Roy is open to questions, he does not see anything to comment on and advised that there is a third stage after this, during which comments can be made if necessary.

Cllr Churchfield asked about the dates considered when they mention expected growth and Cllr Roy answered that it is from 2013, so current development commitments are included.

### **118 Correspondence**

- a) Bovis, amended street lighting layout – relocation of column 12.  
Clerk presented the proposal from Bovis to relocate one of the street lamp posts to the opposite side of the road from originally planned location. All present were happy to accept the change.
- b) Bovis, lighting of adopted footways  
Clerk presented the notice from Bovis regarding the lighting of adopted footways within the estate.
- c) Memorial applications x 2  
Clerk presented the two applications. Both are within the Cemetery Guidelines. Both accepted.
- d) Neil Gibson, Interim Chief Executive Buckinghamshire County Council invitation to meet with Tingewick Parish Council.  
Clerk presented the invitation from BCC for representatives to attend a council meeting to discuss the Streamlining of Local Governments. It was decided that they would be invited to attend at either the October 6<sup>th</sup> or November 3<sup>rd</sup> meeting and that they would be invited to arrive at 7pm, before the Council Meeting begins.
- e) Buckinghamshire Law Plus - Public Path Creation Agreement  
Clerk presented the proposed agreement from Bovis regarding the creation of public paths in the new estate, it was noted that there was no change to the original site plan, this was merely a procedural requirement from Bovis. All present were happy with the proposal.

### **119 Best Kept Village Presentation**

Tingewick has been awarded the Morris Cup in the Buckinghamshire Best Kept Village Competition. There will be a ceremony on Saturday 17<sup>th</sup> September 2016 where Cllr Fenemore and Cllr Swinburne will be presented with the official winner's plaque.

Clerk to liaise with the BKV Administrator to arrange the location for the plaque to be mounted as it will remain in the village for one year.

**Action: Clerk**

### **120 Recreation Ground Report/Development**

Cllr Fenemore advised that we are waiting for the S106 application to be approved before proceeding with purchase plans.

### **121 S106 Monies**

Cllr Roy advised he had been in communication with Joe Houston from AVDC. Mr Houston is happy with the application form for the purchase of the rec ground and has put it forward for approval. After coming to visit the Church, Mr Houston is now happy to support that application also and will put it forward for approval along with the application from the Village Hall, once he receives confirmation that the Parish Council is in agreement.

The official minute from this meeting will be sent to Mr Houston to reflect that Tingewick Parish Council supports both applications from the Church and Village Hall. **Action: Clerk**

**122 Date of next meeting:**

The next meeting of Tingewick Parish Council will be held on Thursday 6<sup>th</sup> October 2016 at 7.30pm in the Tingewick Village Hall.

Meeting officially closed at 21:37

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

**Budget Report**  
08/07/16 Through 25/08/16 (in Pounds)

Category Description	08/07/16 Actual	- Budget	25/08/16 Difference
<b>Adminstration</b>			
Audit	0.00	-52.15	52.15
Information Commissioner	0.00	-3.15	3.15
Insurance	0.00	-197.57	197.57
Meeting Room	-225.00	-39.51	-185.49
Payroll	-759.20	-524.77	-234.43
Stationery & Sundries	-18.09	-79.02	60.93
Subscriptions	0.00	-31.60	31.60
Training	0.00	-9.47	9.47
Website	-175.98	-143.83	-32.15
<b>TOTAL Adminstration</b>	-1,178.27	-1,081.07	-97.20
<b>Cemetery</b>			
Council Tax	0.00	-6.31	6.31
Grounds Maintenance (Cemetery)	-292.00	-390.41	98.41
Water	-7.56	-31.60	24.04
<b>TOTAL Cemetery</b>	-299.56	-428.32	128.76
<b>Churchyard</b>			
Ground Maints (Churchyard)	-292.00	-257.64	-34.36
<b>TOTAL Churchyard</b>	-292.00	-257.64	-34.36
<b>Income</b>			
Cemetery	0.00	98.00	-98.00
Grant Payment	0.00	52.15	-52.15
Interest	2.38	0.00	2.38
Precept	0.00	3,556.44	-3,556.44
Recreation Ground Booking	0.00	131.18	-131.18
<b>TOTAL Income</b>	2.38	3,837.77	-2,835.39
<b>Infrastructure</b>			
Dog Bins	0.00	-45.83	45.83
Footpaths	0.00	-131.18	131.18
MVAS	-30.00	-23.70	-6.30
Safety Inspections	0.00	-15.80	15.80
Street Furniture	0.00	-64.80	64.80
Street Lighting Maintenance	0.00	-216.54	216.54
Street Lighting Supply	0.00	-529.51	529.51
<b>TOTAL Infrastructure</b>	-30.00	-1,027.36	997.36
<b>Pond</b>			
Ground Maintenance (Pond)	-146.00	-151.73	5.73
<b>TOTAL Pond</b>	-146.00	-151.73	5.73
<b>Public Relations</b>			
Best Kept Village	0.00	-3.15	3.15
Christmas	0.00	-56.90	56.90
S137	0.00	-12.64	12.64
Tingewick News	-12.00	-12.64	0.64
Tingewick School	0.00	-20.54	20.54
<b>TOTAL Public Relations</b>	-12.00	-105.87	93.87
<b>Recreation Ground</b>			
Electricity Supply	0.00	-104.31	104.31
Grass Cutting	-350.00	-237.08	-112.92
Lease	-187.50	-98.00	-89.50

**Budget Report**  
08/07/16 Through 25/08/16 (in Pounds)

Category Description	08/07/16 Actual	- Budget	25/08/16 Difference
Play Equipment Repairs	0.00	-64.80	64.80
Recreation Ground Maint	-963.18	-262.38	-700.80
<b>TOTAL Recreation Ground</b>	-1,500.68	-766.57	-734.11
Reserve			
General Reserve	0.00	-2,788.25	2,788.25
Street Furniture Reserve	0.00	-657.54	657.54
Street Lighting Replacement	0.00	-1,975.80	1,975.80
<b>TOTAL Reserve</b>	0.00	-5,421.59	5,421.59
Unassigned			
TO PC Current	-3,000.00	0.00	-3,000.00
TO VAT Control	-281.84	0.00	-281.84
FROM PC Current	281.84	0.00	281.84
FROM PC Deposit	3,000.00	0.00	3,000.00
<b>TOTAL Unassigned</b>	0.00	0.00	0.00
<b>OVERALL TOTAL</b>	-3,456.13	-5,402.38	1,946.25



**Transaction Report**  
08/07/16 Through 25/08/16 (in Pounds)

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 07/07/16						1,727.83
15/07/16	203451	... T Styles	Contract Fee July	--Split--		-420.00
15/07/16	203452	S. Chandler	Salary - July 2016	Payroll		-379.60
24/08/16	DEP	Transfer	Transfer	[PC Deposit]		3,000.00
24/08/16	203453	Village Hall	Hire of Hall, January - July...	Meeting Room		-225.00
24/08/16	203454	... Anglian Water	Cemetery Supply	--Split--		-7.56
24/08/16	203455	... Complete Ground Managem...	Grass Cutting	--Split--		-420.00
24/08/16	203456	... Buckinghamshire County Co...	Recreation Ground Lease ...	--Split--		-187.50
24/08/16	203457	S. Chandler	Expenses - Stationery and...	Stationery & Sundries		-9.09
24/08/16	203458	John Clucas	Tingewick News advert	Tingewick News		-12.00
24/08/16	203459	... MH-P Internet Ltd	Web Hosting 06.09.2016 -...	--Split--		-108.00
24/08/16	203460	... E-On	Electricity Supply	--Split--		-1,059.82
24/08/16	203461	S. Chandler	Salary - August 2016	Payroll		-379.60
24/08/16	203462	... T Styles	Contract Fee August	--Split--		-420.00
24/08/16	203464	... MH-P Internet Ltd	Domain Renewal 2 years (...)	--Split--		-84.00
25/08/16	203463	... MH-P Internet Ltd	Domain Renewal 2 years (...)	--Split--		-19.18
25/08/16	203465	S. Chandler	Expenses - stationery	Stationery & Sundries		-9.00
TOTAL 08/07/16 - 25/08/16						<b>-740.35</b>
BALANCE 25/08/16						987.48
<b>TOTAL INFLOWS</b>						3,000.00
<b>TOTAL OUTFLOWS</b>						-3,740.35
<b>NET TOTAL</b>						<b>-740.35</b>