

TINGEWICK PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2nd JUNE 2016 AT 7.30PM

PRESENT: Cllr Richard Fenemore, Chairman
Cllr Martin Hornsey, Vice-Chairman
Cllr Trisha Lightfoot
Cllr Dave Roy
Samantha Chandler, Clerk

IN ATTENDANCE: 4 Members of the public

76 Apologies

Cllr Sarah Churchfield and Cllr Pat Swinburne

77 Declarations of Interest;

- a. Register of Interests: Councillors are reminded of the need to update their register of interest. - None
- 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

78 Minutes:

Present: Cllr Fenemore noted that Cllr Smith did not attend the meeting.

Item 74: Cllr Roy corrected that the item was "seconded" by Cllr Roy

With the above amendments it was proposed that the minutes be approved as a true and accurate record.

Proposed: Cllr Fenemore Seconded: Cllr Roy Approved

79 Matters Arising: For information and reports only

Item 9 - White line painting at Main Street has been reported to BCC. The lines still have not been reinstated. This was to be followed up by Cllr Stuchbury. Clerk to follow up with Cllr Stuchbury. **Action: Clerk**

Item 10 - Chapel Doors are scheduled to begin construction in August 2016.

Open Forum – Traffic in Westwell Lane – Cllr Roy has investigated the traffic conditions on the planning permissions, however there are no restrictions. He advised that he has spoken to the tenants who will impart the concerns raised to the drivers.

80 County Councillor's Report:

Not in attendance.

81 District Councillor's Report:

Not in attendance.

OPEN FORUM

Concern raised regarding Bovis failing to clean the road in front of the new development as frequently or sufficiently as required.

Builders will be contacted and advised that the matter was raised. **Action: Cllr Hornsey**

A request was received to cut the grass on the recreation field before the 18th so as to be ready for the Fete.

Maintenance company will be contacted to have this carried out. **Action: Cllr Fenemore**

Concern raised regarding two road signs being obscured by overgrown hedgerows, one on the bypass approaching the roundabout and one approaching the roundabout as exiting the village.

Party or parties responsible for the areas are to be determined and contacted. **Action: Cllr Hornsey**

A resident expressed confusion regarding the wording of Item 73 from the previous meeting. It was explained that the item covered two separate matters; speeding on Sandpit Hill and general parking around the village. The term "focus on Sandpit Hill" was explained to mean that the MVAS will be at that location for longer than the usual fortnight as a visual deterrent to speeding drivers. The term "facing into the village" is to mean the MVAS will be focussed on drivers exiting the village as local residents have observed drivers accelerating up the hill from the Duck Pond.

Concern was expressed regarding the lack of information and statistics from the MVAS being published on the website as was agreed when the equipment was purchased.

It was agreed that this item be included on the agenda for the next meeting to be reviewed after more information is obtained. **Action: Clerk**

Concern was raised regarding the lack of information being made publicly available from the sub-committee meetings. One resident noted that there have been meetings where substantive topics were discussed but village residents do

not get the information until too late. It was explained that the sub-committee meeting minutes were not published as was the policy decided by the previous chairman.

This is to be considered by the new chairman and included on the agenda for the next meeting to be reviewed.

Action: Cllr Fenemore

82 Planning; To consider the following planning applications received;

16/01560/APP – TINGEWICK, Beech Bungalow Upper Street Tingewick (Two storey rear extension with accommodation within the roof at second floor level and single storey rear/side extension with accommodation within the roof at first floor level.)

Planning Permission Already Granted

16/01444/APP – TINGEWICK, Foxhill Chetwode (Replacement of existing barn with timber hay barn and field shelters)

No objection

16/01330/ALB- TINGEWICK, The Old Bakery Main Street Tingewick (Erection of porch with slate roof above the front door & window.)

No objection – Cllr Hornsey declared an interest as he knows the landlord.

83 Accounts

See Appendix for details of transaction and budget reports.

It was proposed that the Transaction Report be accepted.

Proposed: Cllr Lightfoot Seconded: Cllr Hornsey Agreed

It was explained that the Budget Report was unable to be printed at the meeting due to technical difficulties, however there were no variables to be reported. To be included in the minutes. The Clerk extended apologies for the formatting, due to the technical difficulties.

84 Councillors' Reports and Items for Future Agenda

- **Lighting:** Cllr Lightfoot
2 new lights being installed on June 8th by Aylesbury Mains to the left and right of the Royal Oak pub as a free trial. Main Street has a mixture of freestanding and lampposts. The two being replaced are old lampposts and will give the technicians an idea of what they will be dealing with if/when more are installed. Feedback will be requested from residents through the website and Tingewick News, if they are disliked, they will be removed and we will only be charged for the labour.
A second quote will also be obtained from another provider.
- **Footpaths and Pond:** Cllr Churchfield (via correspondence)
Some footpaths around the village are becoming very overgrown with the sudden surge in vegetation growth of late. It is time to ask Mr Stiles and his team to strim the paths. The worst affected paths are (1) the footpath running alongside the cemetery and allotments and (2) the path running behind the houses parallel to Main Street and up to the Church and (3) from Upper Street alongside Tingewick Pottery southwards towards the bypass.
- **Cemetery, Grass cutting and Special Projects:** Cllr Swinburne
None
- **Playgrounds, Roads, Footways and Street Furniture:** Cllr Hornsey
Nothing to report other than the new seat being fitted outside church.
- **Recreation Ground:** Cllr Fenemore
Recently mowed and all in good condition.
- **Planning:** Cllr Roy
One application approved since the council last met, ref: 16/00876/APP - Replacement house, West Well Farm, Barton Road
Cllr received a leaflet regarding the publication of the local plan from AVDC which is soon due to take place. Consultation dates start in July. Item to be added to the agenda of the July council meeting with consideration given to the fact that the consultation period ends shortly after the September council meeting and there is no August meeting.

85 Playground Safety Inspections

Report submitted. All items categorised as Low or Medium with nothing to follow up urgently. Report to be included with minutes.

86 Correspondence

Query received from two sources requesting clarification of Councillor roles.

It was agreed that the listing in the Tingewick News is correct so the website will be updated accordingly. Cllr Lightfoot also questioned if the councillors' photos will be included on the website with their roles, as was previous proposed. The webmaster to be contacted. **Action: Clerk**

Query received regarding a bequest being made to the village from a former resident.

Benefactor of estate to be contacted to explain the change of chairman and clerk and to request more information. **Action: Clerk**

Email received questioning the sale of the plot of land opposite the Red Lion.

To be responded to explaining there is no indication this is happening. **Action: Cllr Roy**

Email received regarding Armed Forces Day. A local resident is willing to purchase the flag and the Tower Captain is willing to raise the flag on the church.

The resident is to be contacted regarding the purchase. **Action: Cllr Fenemore**

87 Clerk Salary

Updated NJC Salary Scale information has been received from Buckinghamshire and Milton Keynes Association of Local Councils. The County Officer was contacted and recommended the new clerk be paid at the same salary scale point as the previous clerk, in line with the newly reviewed rates.

Proposed: Cllr Hornsey Seconded: Cllr Lightfoot Approved

88 Staples Account

The Buckinghamshire and Milton Keynes Association of Local Councils has negotiated with Staples to extend their government rates and account holder privileges to smaller councils.

An account application will need to be completed and submitted. **Action: Clerk**

89 Recreation Ground Report/Development

First tranche of S106 money has been received. Request information will need to be collected from the Church (**Action: Cllr Hornsey**) and Village Hall (**Action: Cllr Roy**). Once the council is in agreement of the requested uses of the monies, Cllr Roy suggested holding an informal meeting with a representative from AVDC to check that all is in order before proceeding with the application. Item to be included on the agenda for the next meeting.

90 Date of next meeting:

The next meeting is to take place on 7th July 2016 at 7:30pm in the Village Hall.

Meeting closed at 9.11pm

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

Budget Report
01/04/16 Through 02/06/16 (in Pounds)

Category Description	01/04/16 Actual	- Budget	02/06/16 Difference
Administration			
Audit	-41.80	-68.20	26.40
Information Commissioner	0.00	-4.13	4.13
Insurance	0.00	-258.33	258.33
Meeting Room	0.00	-51.66	51.66
Payroll	-1,043.80	-686.13	-357.67
Stationery & Sundries	-98.76	-103.33	4.57
Subscriptions	-160.82	-41.33	-119.49
Training	0.00	-12.40	12.40
Website	0.00	-188.06	188.06
TOTAL Administration	-1,345.18	-1,413.57	68.39
Cemetery			
Council Tax	0.00	-8.26	8.26
Grounds Maintenance (Cemetery)	-309.00	-510.46	201.46
Water	-59.70	-41.33	-18.37
TOTAL Cemetery	-368.70	-560.05	191.35
Churchyard			
Ground Maints (Churchyard)	-292.00	-336.86	44.86
TOTAL Churchyard	-292.00	-336.86	44.86
Fete & Beer Festival			
Fete	-119.76	0.00	-119.76
TOTAL Fete & Beer Festival	-119.76	0.00	-119.76
Income			
Cemetery	70.00	128.13	-58.13
Grant Payment	0.00	68.20	-68.20
Interest	4.51	0.00	4.51
Precept	13,900.00	4,650.00	9,250.00
Recreation Ground Booking	0.00	171.53	-171.53
Recreation Ground Fundraising	-65.00	0.00	-65.00
TOTAL Income	13,909.51	5,017.86	8,891.65
Infrastructure			
Dog Bins	0.00	-59.93	59.93
Footpaths	0.00	-171.53	171.53
MVAS	-30.00	-31.00	1.00
Safety Inspections	-90.00	-20.66	-69.34
Street Furniture	0.00	-84.73	84.73
Street Lighting Maintenance	-110.60	-283.13	172.53
Street Lighting Supply	-882.84	-692.33	-190.51
TOTAL Infrastructure	-1,113.44	-1,343.31	229.87
Pond			
Ground Maintenance (Pond)	-146.00	-198.40	52.40
TOTAL Pond	-146.00	-198.40	52.40
Public Relations			
Best Kept Village	-20.00	-4.13	-15.87
Christmas	0.00	-74.40	74.40
S137	-25.00	-16.53	-8.47
Tingewick News	-12.00	-16.53	4.53
Tingewick School	0.00	-26.86	26.86

Budget Report
01/04/16 Through 02/06/16 (in Pounds)

Category Description	01/04/16 Actual	- Budget	02/06/16 Difference
TOTAL Public Relations	-57.00	-138.45	81.45
Recreation Ground			
Electricity Supply	-101.98	-136.40	34.42
Grass Cutting	-90.00	-310.00	220.00
Lease	-382.50	-128.13	-254.37
Play Equipment Repairs	0.00	-84.73	84.73
Recreation Ground Maint	-80.00	-343.06	263.06
TOTAL Recreation Ground	-654.48	-1,002.32	347.84
Reserve			
General Reserve	0.00	-3,645.60	3,645.60
Street Furniture Reserve	0.00	-859.73	859.73
Street Lighting Replacement	0.00	-2,583.33	2,583.33
Cemetery Chapel	-260.00	0.00	-260.00
TOTAL Reserve	-260.00	-7,088.66	6,828.66
Unassigned			
Uncategorised-Other	0.00	0.00	0.00
TO PC Current	-2,000.00	0.00	-2,000.00
TO VAT Control	-307.21	0.00	-307.21
FROM PC Current	307.21	0.00	307.21
FROM PC Deposit	2,000.00	0.00	2,000.00
TOTAL Unassigned	0.00	0.00	0.00
OVERALL TOTAL	9,552.95	-7,063.76	16,616.71

Transaction Report
05/05/16 Through 02/06/16 (in Pounds)

Date	Num	Description	Memo	Category	Clr	Amount
		BALANCE 04/05/16				1,814.33
05/05/16	DEP	Heritage & Sons	Memorial Permit	Cemetery	R	70.00
02/06/16	DEP	Transfer	Transfer	[PC Deposit]	R	2,000.00
02/06/16	203425 ...	Anglian Water	Cemetery Supply	--Split--		-59.70
02/06/16	203426 ...	Hydramex Limited	Contractor Requirements	--Split--		-20.40
02/06/16	203427	John Clucas	Tingewick News advert	Tingewick News		-12.00
02/06/16	203428	CANCELLED				0.00
02/06/16	203429 ...	Complete Ground Managem...	Grass Cutting	--Split--		-108.00
02/06/16	203430 ...	Thomsons Joinery	Church yard bench base	--Split--	R	-312.00
02/06/16	203431	BALC	Subscription 2016/2017	Subscriptions		-160.82
02/06/16	203433	S. Chandler	Salary - May 2016	Payroll	R	-379.60
02/06/16	203434 ...	S. Chandler	Expenses - computer and ...	--Split--	R	-102.68
02/06/16	203435 ...	BCC	School Licence	--Split--		-195.00
02/06/16	203436 ...	Wicksteed Leisure	Playground Safety Inspect...	--Split--		-108.00
		TOTAL 05/05/16 - 02/06/16				611.80
		BALANCE 02/06/16				2,426.13
		TOTAL INFLOWS				2,070.00
		TOTAL OUTFLOWS				-1,458.20
		NET TOTAL				611.80