



TINGEWICK PARISH COUNCIL  
27 The Maltings, Tingewick  
Buckingham, Bucks  
MK18 4LQ  
07984 055185

[clerk@tingewickparishcouncil.org.uk](mailto:clerk@tingewickparishcouncil.org.uk)

DRAFT Minutes of the meeting of TINGEWICK PARISH COUNCIL held at Tingewick Village Hall on **Thursday 13<sup>th</sup> May 2021 at 7.30pm.**

**663 Chairperson:** To elect the Chairperson of the Council and to receive the Chairperson's Declaration of Acceptance of Office.  
Cllr Swinburne proposed that Cllr Lightfoot fulfil the office of Chair.  
Cllr Fenemore seconded that Cllr Lightfoot fulfil the office of Chair.  
Cllr Lightfoot accepted and completed the Declaration of Acceptance of Office.

**664 Vice Chairperson:** To elect the Vice Chairperson and to receive the Vice Chairperson's Declaration of Acceptance of Office.  
Cllr Lightfoot proposed that Cllr Hornsey fulfil the office of Vice-Chair.  
Cllr Newman seconded that Cllr Hornsey fulfil the office of Vice-Chair.  
Cllr Hornsey accepted and completed the Declaration of Acceptance of Office.

**665 Councillor Roles and Responsibilities:** To agree the Councillor Roles and Responsibilities for the coming year.  
Agreed, as per attachment A

**666 Apologies:** None

**667 Declarations of Interest:** None

**OPEN FORUM:** *There were no residents in attendance.*

**668 Unitary Authority Councillor's Reports:** There were no Councillors in attendance.

**669 Minutes:** To consider the approval of the minutes of the last meeting held on Thursday 1<sup>st</sup> April 2021.  
Proposed: Cllr Lightfoot      Seconded: Cllr Fenemore      Approved.

**670 Standing Orders:** To approve and adopt the Standing Orders for Tingewick Parish Council.  
Proposed: Cllr Newman      Seconded: Cllr Lightfoot      Approved.

**671 Financial Regulations:** To approve and adopt the Financial Regulations for Tingewick Parish Council.  
Proposed: Cllr Hornsey      Seconded: Cllr Swinburne      Approved.

**672 Asset Register:** To review the Council Asset Register & Maintenance Schedule.  
To carry over to the next meeting for approval following minor amends.

**673 Risk Assessment:** Annual review of risk  
To carry over to the next meeting for approval following minor amends



TINGEWICK PARISH COUNCIL

27 The Maltings, Tingewick

Buckingham, Bucks

MK18 4LQ

07984 055185

clerk@tingewickparishcouncil.org.uk

**674 Policies:** To review and decide on amendments to Council policies;

- a) Code of Conduct
- b) Complaints Procedure
- c) Data Protection Policy
- d) Disciplinary & Grievance Arrangements
- e) Document Retention & Disposal
- f) Equality & Diversity
- g) Freedom of Information requests
- h) Grant Awarding Policy
- i) Model Publication Scheme
- j) Privacy Policies (4)
- k) Social Media & Electronic Communications Policy
- l) Subject Access Request Procedure

All Policies were unanimously agreed.

**675 Council Meetings 2021/22:** To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

The Council agreed to continue to meet on the first Thursday of each month.

**676 Matters Arising:**

- *Item 615 – Tree Planting Project.*

*Action: Clerk to complete the Cultivation Licence application.*

*Clerk advised that the Cultivation Licence does not seem applicable to the PC and has asked Cllr Clare for help navigating this with the forms.*

Clerk advised that Paul Foot from Transport for Bucks has forwarded the enquiry to the Street-Works team for their assistance.

- *Item 635 Councillors Reports: Village Duck Pond.*

*Action: Cllr Lightfoot to obtain a quote for the metal grill only.*

*Action: Cllrs Lightfoot, Hornsey and Newman to meet at the pond Friday and check the water level and the inlet pipe for signs of debris and order the waders.*

Cllr Lightfoot advised that she met with the Flood Management Team from Buckinghamshire Council; they recommended partially clearing the reeds in front of the water outlet pipe.

**Action:** Cllr Lightfoot and Hornsey to inspect the reeds on Saturday.

Cllr Lightfoot confirmed the new metal grille has been ordered.

The Council agreed that weekly checks will need to be carried out to ensure there is no debris build up.

- *Item 635 Councillors Reports: School Clock.*

*Action: Cllr Maxwell to pass on the Clerks details to the repairer so they can directly coordinate the electrical repair.*

Cllr Maxwell confirmed that the clock repair was successful.

- *Item 648 Councillors Reports: Street Lighting*



TINGEWICK PARISH COUNCIL

27 The Maltings, Tingewick

Buckingham, Bucks

MK18 4LQ

07984 055185

clerk@tingewickparishcouncil.org.uk

*A suggestion has been made to replace three old lights: Corner West Well & Back Lane / Old Bakery / Inside West Well Close.*

*Action: Cllr Lightfoot to check with nearby residents that they are happy with a new lamp being fitted, which will be brighter than the old ones currently in situ.*

Cllr Lightfoot confirmed with affected residents that they are all happy for the proposed lights to be replaced.

The contractor was unable to access the one outside the Old Bakery due to parked cars so this will need to be rebooked with advance notice given to request cars do not park there.

The post on West Well Lane needs a piece cutting out as it is dangerous, which will need to be done by Western Power.

The one on West Well Close was condemned by Aylesbury Mains so Western Power have disconnected it; a new post has gone up next to the old one and is just waiting for Western Power to connect to the new one and then the old one will be taken away.

- *Item 648 Councillors Reports: Footpaths – Gorrell Lane side banks.*

*Action: Cllr Maxwell to follow up with Paul Foot / TfB.*

Cllr Hornsey advised that he met with CJM; they said it needs a digger to take some of the earth away, it needs slabs mounting in concrete and rods put in, which would be in the region of £3,000.

Cllr Lightfoot advised that she is meeting with Paul Foot, from TfB, on Monday and will see what he says about the area.

- *Item 648 Councillors Reports: Footpaths – Broken gate at junction of Tin22, 23, 24 and 25*

*Action: Cllr Newman to ascertain the details of the landowner and advise them that the gate needs to be repaired.*

*Action: Cllr Hornsey to take a look at the gate to ascertain how it is broken.*

Cllr Hornsey advised that he has done a temporary repair but it needs a new gate post.

**Action:** Cllr Fenemore will speak with the landowner.

- *Item 648 Councillors Reports: Footpaths – Multiple, overgrown / repairs.*

*Tin25 – Cllr Hornsey advised that this footpath has always been a bit tricky in places but that it is due to the lie of the land; it is a rural footpath, not a pavement. He will check the footpath again.*

*Tin38 – will be checked again at the weekend.*

*Tin6 – being an issue with the styles, the landowner will need to be notified.*

*Action: Cllr Lightfoot will ask Cllr Fenemore if he knows who the landowner is.*

Tin25 – Cllr Hornsey confirmed that he has checked it again and that it is the way it has always been and we are not in a position to alter it as it would be a large and expensive undertaking.

Tin38 – Cllr Fenemore confirmed that the hedges will be trimmed in the Autumn.

Tin6 – Cllr Fenemore confirmed he knows the landowner and he will speak to them about the styles.



TINGEWICK PARISH COUNCIL

27 The Maltings, Tingewick

Buckingham, Bucks

MK18 4LQ

07984 055185

clerk@tingewickparishcouncil.org.uk

- *Open Forum, April 2021 – Basketball hoop at the rec ground.*  
*All present agreed to replace the broken backboard. Cllr Newman to meet with Mr Boyle at the rec ground to inspect the backboard.*  
*Action: Clerk to contact Wickstead to ask why this was never raised during the annual playground inspections and arrange a quote for a replacement.*

Cllr Hornsey advised that he broke off as much of the plastic back board as he was able but the bolts holding the back board up need to be cut off and it is a two-person job.

**Action:** Cllr Hornsey to arrange for the bolts to be cut off.

- *Item 659 Councillors Reports: Cemetery - Request for information from the Valuation Office Agency of HM Revenue & Customs.*  
*To be completed when the Annual Return has been completed.*

## **677 Planning**

### **678 Accounts**

To consider the list of payments as presented to the meeting.

Proposed: Cllr Hornsey      Seconded: Cllr Swinburne      **APPROVED**

### **679 Annual Return:** To Approve Annual Governance Statements

To carry over to the next meeting for approval following minor amends.

### **680 Annual Return:** To Approve Accounting Statements

To carry over to the next meeting for approval following minor amends.

### **681 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.

- Cllr Lightfoot – Defibrillator is all ok.
- Cllr Hornsey – The “sink hole” in the wet-pour ground surface of the school playground was reported again,  
• Action: Cllr Hornsey to inspect it again.
- Action: Clerk to contact Wickstead to request they visit the site and give their opinion.
- Cllr Swinburne – nothing to report.
- Cllr Fenemore – There was a burst water pipe in the changing rooms; the football club have said that they only use the middle stall so the plumber has been asked to disconnect the others.
- Cllr Maxwell – A smashed down road sign on the roundabout at the Buckingham end of the village was reported and now there is another one at the Finmere Market end, which will be reported shortly.  
Cllr Maxwell will be meeting with Paul Foot from TfB on Monday.  
TfB continue to fill potholes.



TINGEWICK PARISH COUNCIL

27 The Maltings, Tingewick

Buckingham, Bucks

MK18 4LQ

07984 055185

clerk@tingewickparishcouncil.org.uk

We are still waiting for lighted bollards at the Post Office and Sandpit Hill.

- Cllr Newman – nothing else to report.
- Cllr Boyle – Marketing/advertising for the Tingewick 2020 Book coming soon.

**Action:** Cllr Newman to draft the text and send to Cllr Boyle.

### **682 Correspondence**

A resident has contacted the PC in regard to hiring the playing field for a child's party. It was discussed that the PC do not have any hiring conditions but would need some where the Rec Ground to be hired out.

Cllr Hornsey proposed restoring the existing toilet block for future use, which was felt to be a good idea by all present.

**Action:** Clerk and Cllr Lightfoot to check with Gawcott and Finmere for their own terms and conditions for hiring.

**Action:** Cllr Hornsey to cost the equipment needed and outline the works involved for restoring the toilet block.

### **683 Tingewick Community Park Trust Update** (standing item)

The Trust has to pay £5k for the Section278 from Aylesbury Vale and the fee from Beal is also almost £5k; which was planned to be coming out of the Section106 money, however Joe Houston from Buckinghamshire Council is now seeking clarification as it is unclear if the monies earmarked for the MUGA are for the MUGA alone or if this qualifies as "MUGA and associated costs".

### **684 Date of next Meeting:**

The next Parish Council Meeting is scheduled for Thursday 3<sup>rd</sup> June 2021 at 7.30pm.