

# WENDOVER PARISH COUNCIL

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## Minutes of the Parish Council Meeting 4<sup>th</sup> February 2025 at 7:30pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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**Present:** Councillors Ballantine, Goodall, O'Donnell, Porter, Thornton, Wales, Walker, Washington, Tipper and Worth

**Clerk:** Andy Smith

**Members of Public:** 3

### 1. APOLOGIES FOR ABSENCE

**PC24/351** Apologies were received from Cllr Gallagher and Campbell, and were **APPROVED**

### 2. DECLARATIONS OF INTEREST

**PC24/352** None

### 3. MINUTES

**PC24/353** The minutes of the Parish Council of 7<sup>th</sup> January 2025 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 4. CHAIRS ANNOUNCEMENTS

**PC24/354** The Chair outlined the new coding of the agenda against the strategic objectives

### 5. PUBLIC PARTICIPATION

**PC24/355** A member of the public talked about the school gates and explained that they were originally erected in 1951 for the young men who died in the war. They highlighted that they should not be dumped outside behind a caretakers shed leant against the wall. It was noted that money could be raised through the community board

### 6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC24/356** There was an apology for not attending the previous meeting this was due to a lot of budgetary meetings at the same time and could not have been helped. It is very rare that nobody will be able to attend.

**PC24/357** It was noted that a planning application has not gone in for Dobbins Lane access and the spring chamber. It was stated that the Buckinghamshire Councillors representing Wendover would be opposed to HGVs using Dobbins Lane for construction in the field at the end.

**PC24/358** From April there will be new funding available from the Community Board and community groups were encouraged to make applications.

**PC24/359** The Parish Council asked if there was any information about the devolution white paper and how it will impact Bucks. It was noted there is no further information available at the moment

**PC24/360** The Parish Council asked if there was any way that the hour of free parking could be reviewed as locals and businesses are really starting to suffer because of the change of policy. Anecdotally it was noted the car park seemed empty because of the policy. It was noted that the Parish Council would write and ask for the figures before and after the new charges came in

### 7. CLERKS REPORT AND CORRESPONDANCE

**PC24/361** The report was noted. Questions on the Witchell Trust and the Canal Towpath were answered. It was noted that the Benefactors of the Witchell Trust should be recognised in the Witchell Trust paperwork and that we should continue to be updated on works to secure the future of the canal towpath.

## **8. FINANCE AND PAYMENTS**

### **a) Payments to consider.**

**PC24/362** The payments to consider totalling £14,114.09 were discussed and questions were answered on the transactions. It was **RESOLVED** to approve the payments.

### **b) Latest financial reports**

**PC24/363** The financial reports were discussed and formally noted.

### **c) Flagstone Statement**

**PC24/364** The statements from the Flagstone accounts were discussed and questions around interest payments were answered. The statements were formally noted.

### **d) End of year forecast**

**PC24/365** The end of year forecast was formally noted.

## **9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

### **a) HS2 Mitigation Action Group**

**PC24/366** The deck slide over the Small Dean Viaduct was interesting from an engineering perspective, the issue with Dobbins Lane would be discussed in more detail at a meeting with HS2 and Buckinghamshire Council on the 6<sup>th</sup> Feb.

### **b) Other groups**

**PC24/367** Community Library Trustees Meeting – The work on the library proceeding well and looks to be on schedule

**PC24/368** Wendover Memorial Hall – there is a major issue with potential damage from tree roots from trees owned by the Buckinghamshire Council

**PC24/369** Business Network – The network is growing. Theft from vans was discussed and was an ongoing concern. Next meeting will be at Andrew Gardeners on the 27<sup>th</sup> Feb

## **10. REPORTS FROM COMMITTEES**

### **a) STAFFING COMMITTEE**

**PC24/370** The draft minutes of the meeting on 5th November 2024 were noted.

**PC24/371** The draft minutes of the meeting on 30th January 2025 were noted.

### **b) PLANNING COMMITTEE**

**PC24/372** The draft minutes of the meeting on 21st January 2025 were noted.

## **11. REPORTS FROM WORKING GROUPS**

### **a) Transport Working Group**

**PC24/373** It was noted that a traffic survey around the school campus has been issued and has had 300 responses so far. There is a campus meeting tomorrow that will discuss the outcomes of the surveys

**PC24/374** The speeding data on South St was noted after the police operation.

**PC24/375** The Electric Vehicle charging traffic consultation is still live

**b) Open Spaces Working Group**

**PC24/376** The Buckinghamshire Community Board confirmed their £15k funding for the skate park. Lottery Reapplication and Sport England bids have been made. We have been invited to apply to EKFB for money towards the skatepark

**c) Sustainability and Biodiversity Group**

**PC24/377** No report.

**d) Strategic Planning Steering Group**

**PC24/378** There will be a March meeting to progress

**12. OTHER ITEMS**

**a) Local Government Pension Scheme**

**PC24/379** It was **RESOLVED** to waive the financial regulations requiring 3 quotes based on the highly specialised and bespoke nature of the request.

**PC24/380** It was **RESOLVED** to obtain a current valuation of our LGPS liability at a cost of £2250 + VAT to come from budget line 4496

**b) Memorial School Gates**

**PC24/381** It was **RESOLVED** to authorise the office to request quotes for any restoration work, an information board and supports for the gate. It was noted that it would be desirable to complete this work by the remembrance service in November.

**c) Approve appointment of representative to Wendover Action Group**

**PC24/382** It was **RESOLVED** to approve the appointment of Cllr Tipper to be the liaison with the Wendover Action Group

**d) 2025 Events programme**

**PC24/383** It was **RESOLVED** to delegate the organisation of the 2025 events in line with this paper to the Estates and Events Manager in partnership with the Events Working Group

**PC24/384** It was **RESOLVED** to authorise the expenditure up to the budgets listed in the paper

**PC24/385** It was **RESOLVED** to enter the Best Kept Village Competition

**e) 2025/26 Parish Council Meetings**

**PC24/386** It was **RESOLVED** to set the Annual Parish Meeting date to 7pm on Thu 17th April 2025

**PC24/387** It was **RESOLVED** to set the Annual Meeting of Council to 7pm on 6th May 2025

**PC24/388** It was **RESOLVED** to agree the notice of meetings as set out in the paper

**PC24/389** It was **RESOLVED** to authorise the Clerk to book the venues based on availability and suitability

**f) Open Space Hire Request – Hampden Meadow**

**PC24/390** This item was discussed at the start of other business. A member of the public outlined the proposal and answered questions from the Parish Council. There was discussion over parking in the local area and the state of the ground if it is wet and that was noted to be covered when planning the event. Local residents would be notified and engaged with by the event organiser.

It was **RESOLVED** to accept the hire request for Hampden Meadow as set out in the paper and note the charge as per the charging schedule.

### 13. CONFIDENTIAL ITEM

a) **To consider moving the meeting into confidential session**

**PC24/391** It was **RESOLVED** to move the meeting into confidential session.

b) **To consider staffing arrangements for the Estates and Grounds Team**

**PC24/392** The paper was discussed and the two new roles were considered. It was **RESOLVED** to approve the updated Job descriptions and salary scales for the two Estates and Grounds roles

**PC24/393** It was noted that the jobs should be offered internally and then advertised externally if required and the office would undertake this

**PC24/394** It was **RESOLVED** to authorise the Clerk and Chair of Staffing Committee to appoint the new roles on the appropriate level on the salary scales agreed for the roles.

### 14. DATES OF FUTURE MEETINGS

**PC24/395** The next Parish Council meeting 7.30pm on Tuesday 4th March 2025 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 24th February.

### 15. CLOSURE OF MEETING

**PC24/396** As all business was transacted the meeting was closed at 8:47 pm

Signed by

Chair to the Parish Council *Clive Gallagher*

Date: 4/3/25

PAYMENTS TO CONSIDER		Feb	Parish Council 4/2/25
<b>BACS</b>			
Date	To	Amount	Payment for
06/02/2025	Phenom Networks	£0.00	Computer Support
06/02/2025	PawPrint	£140.40	Printer/Copier Costs
06/02/2025	Val Mayland	£40.00	Cleaning
06/02/2025	Marley Design	£200.00	Web and communications
06/02/2025	Numbers	£72.00	Payroll Services
06/02/2025	St Annes Hall Hire	£60.00	Hire of hall for meetings
06/02/2025	Salaries	£7,361.74	Monthly Salaries Bill
06/02/2025	HMRC	£2,753.45	Payroll Tax and NI
06/02/2025	George Browns Ltd	£64.39	Replacement Parts
06/02/2025	Sparkx	£788.40	S/L 36, 131
<b>TOTAL BACS AMOUNT</b>		<b>£11,480.38</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/02/2025	Adobe	£19.97	Acrobat Pro plan - Feb
12/02/2025	Lebara Mobile	£5.00	Office mobile plan - Feb
30/01/2025	Amazon EU	£13.99	Thermal Work Gloves
22/01/2025	ASDA	£6.00	Office Supplies
30/01/2025	Amazon Business EU	£16.79	Work Safety Gloves
27/01/2025	Amazon MKT Ether Worldwide	£9.01	Voltage Tester
27/01/2025	Amazon Business EU	£34.40	A3 Advertising Stand x 2
24/01/2025	Amazon	£40.62	Landscape A3 Advertising Stand - Not delivered refund exp
27/01/2025	Amazon Business EU	£16.60	Draught Excluder Tape
27/01/2025	Amazon EU	£9.99	Silicone Seal Tape
16/01/2025	Country Supplies	£82.50	Topsoil Bulk Bag
27/01/2025	B&Q	£20.00	Paint
24/01/2025	B&Q	£27.60	Gravel, filling knife, filler
23/01/2025	B&Q	£136.70	Gravel, wood stain, paint supplies
<b>TOTAL Debit Card AMOUNT</b>		<b>£439.17</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
02/02/2025	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
06/02/2025	BE FUEL CARDS LTD	£28.85	BP Fuel Card
07/02/2025	SMART PENSION LTD	£26.40	SMART pension admin fee
28/02/2025	SMART PENSION LTD	£899.58	SMART pension contributions
15/02/2025	BG LITE	£45.53	Manor Waste Electricity
15/02/2025	BG LITE	£565.39	Clock Tower Electricity
15/02/2025	BG LITE	£74.74	Site Safe Electricity
01/02/2025	BUCKS COUNCIL RECE	£259.35	Feb Waste Container emptying inc Dec, Jan Feb payments
17/02/2025	BT GROUP PLC	£145.30	Clock tower phone/broadband
14/02/2025	RADIUS TELEMATICS	£14.40	Vehicle trackers
27/01/2025	RADIUS UK FUELS	£65.15	Fuelcard (weekly DD)
<b>TOTAL DD &amp; SO</b>		<b>£2,194.54</b>	
<b>TOTAL PAYMENTS</b>		<b>£14,114.09</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			