



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

PARISH COUNCIL MEETING AGENDA
Tuesday 5th November 2024 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington and Worth

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

2) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3) [MINUTES](#) – *page 4*

Consideration of approval of minutes of the meeting on 1st October 2024.

4) CHAIR'S ANNOUNCEMENTS

5) PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.

The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

6) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS

7) [CLERKS REPORT & CORRESPONDENCE](#) – *page 9*

- 8) **[FINANCE AND PAYMENTS](#)** – *page 13*
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
 - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 14, 18 and 19*
 - c) To receive the latest [Flagstone](#) statement– *page 20*
 - d) To receive the [end of year](#) forecast– *page 21*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) [HS2 Mitigation Action Group](#) – *page 27*
 - b) Other groups
- 10) **REPORTS FROM COMMITTEES**
- a) **AMENITIES**
 - i) To note the draft [minutes](#) of the meeting on 17th September – *page 36*
 - b) **PLANNING**
 - i) To note the draft [minutes](#) of the meeting on 17th September – *page 38*
- 11) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**
To receive an update from the Transport working group.
 - b) **Open Spaces Working Group**
To receive an update from the working group.
 - c) **Sustainability and Biodiversity Group**
To receive an update from the working group.
 - d) **Strategic Planning Steering Group**
To receive an update from the working group.
- 12) **OTHER ITEMS**
- a) [Health and Safety Audit](#)– *page 40*
 - i) To note the results of a recent health and safety audit
 - ii) To consider approving a budget of £500 to employ one of our student staff to do the file conversions required.
 - b) [Fuel Card](#) – *page 45*
To approve signing up to a new Fuel Card provider and approve a new direct debit to the card provider
 - c) [Christmas Meal](#) – *page 48*
To consider the proposal for the Christmas meal payment and attendees

13) CONFIDENTIAL ITEM

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest. These staffing items deal with sensitive personal information and confidential staffing matters.

a) Move the meeting into confidential session

To consider moving the meeting into confidential session based on the discussion of sensitive personal details

b) Final offer for staffing issue (sensitive personal details)

To consider the outcome of the staffing issue and approve the final outcome.

c) Pension Scheme (sensitive personal details)

To consider the staff pension arrangements and the pension fund shortfall.

14) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 3rd December 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 25th November.

15) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 26th Sep 2024

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting 1st October 2024 at 7:30pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Wales, Walker and Worth

In attendance: Buckinghamshire Cllrs Strachan and Bowles

Clerk: Andy Smith

Members of Public: 3

1) APOLOGIES FOR ABSENCE

PC24/193 Apologies were received from Cllrs Standen, Thornton, Washington and were **APPROVED**.

2) DECLARATIONS OF INTEREST

PC24/194 None

3) MINUTES

PC24/195 The minutes of the Parish Council of 3rd September 2024. were amended to include Cllr Porter as present and **RESOLVED** as a true record to be signed by the Chair of the meeting.

4) CHAIRS ANNOUNCEMENTS

PC24/196 It was noted that Councillor Lloyd-Evans had offered her resignation and it had been accepted. She was thanked for her service.

PC24/197 The new Library car park charges were implemented this week and the office and Councillors had received complaints from people wishing to park and local businesses. The chair asked the Buckinghamshire Councillors to note our ongoing concerns about the new charging and requested ongoing information to monitor the impact of the new pricing strategy.

5) PUBLIC PARTICIPATION

PC24/198 None

6) REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/199 The Councillors picked up on the issues with the Car Park charges and highlighted that any emails and comments should be forwarded, and they would happily submit them for response.

PC24/200 There was positive feedback to the Buckinghamshire Councillors about the high street resurfacing. There was a question about the pavements on the high street now that the road surface has been improved

PC24/201 The response to the NPPF should be on the Buckinghamshire Council website soon and the Parish Council are encouraged to read that response.

PC24/202 Wendover and Villages Community Board is coming up and at that meeting they will be announcing the Proud of Bucks Awards

7) CLERKS REPORT AND CORRESPONDANCE

PC24/203 The report was noted. It was noted that the streetlight review should look at the Hale. It was noted that the vandalism costs should be included as a front page article of the Wendover News if possible.

8) FINANCE AND PAYMENTS

a) Payments to consider.

PC24/204 The Clerk answered questions to clarify some of the payments and Council The payments to consider, totalling £19,561.96, were **RESOLVED** to be approved and signed.

b) Latest financial reports

PC24/205 The financial reports were noted and Councillors were happy with the current financial position.

c) Flagstone Statement

PC24/193 The statements from the Flagstone accounts were noted and Councillors were happy with the current financial position.

9) REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC24/206 The report was noted.

b) Other groups

PC24/194 Community Library Board Update – there was an update on the project to refurbish the library. This was noted by Council

PC24/195 Memorial Hall Committee – It was noted that tree roots are undermining the back wall of the hall and discussions are taking place with the Colet about those trees

PC24/196 It was NOTED that the next Business Network meeting would take place on Wed 9th Oct 5:30 at Magic Books

10) REPORTS FROM COMMITTEES

a) AMENITIES

PC24/197 The draft minutes of the meeting on 17th September 2024 were noted.

b) PLANNING

PC24/198 The draft minutes of the meeting on 17th September 2024 were noted. There has been a potential change of hands of the field where the Cricket field is being built.so the Planning Committee will need to keep a watching brief on this

11) REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC24/199 Lamp Post Charging informal consultation is under way. Cllr Goodall met with Buckinghamshire Council on proposed locations to prepare them ready for a formal consultation. There are 13 locations which will be proposed in that consultation.

PC24/200 Funding was secured from the Community Board to undertake a survey of traffic around the campus and funding from Buckinghamshire Council to undertake travel planning around the schools

b) Open Spaces Working Group

PC24/201 Consideration of the production of a set of stocks to be built for the Manor Waste as a local attraction and for use at events was noted.

c) Sustainability and Biodiversity Group

PC24/202 No report.

d) Strategic Planning Steering Group

PC24/203 A meeting will be held to continue the current work

12) OTHER ITEMS

a) Neighbourhood Plan

PC24/204 It was discussed and the current planning environment was noted. Parish Council considered the risk and costs it was **RESOLVED** that the Council form a project group to look into refreshing the neighbourhood plan and report back to Council as to further actions.

b) Insurance

PC24/205 It was **RESOLVED** to renew the current insurance with the current provider, as set out in the tender. It was noted that we are still awaiting reinstatement valuations for the main buildings and this may change the cover premium.

c) War memorial lights

PC24/206 A further expert opinion on costs was noted in that the original paper quotes were value for money it was **RESOLVED** to waive the requirement for 3 quotes.

PC24/207 It was **RESOLVED** to award the work to company 4 in the paper for a total of £2574 inc VAT

PC24/208 It was **RESOLVED** to allow 10% margin if the work has increased in value since the quote was issued.

d) Wendover response to public consultation on Buckinghamshire wide Local Cycling and Walking Infrastructure Plan

PC24/209 The feedback was comprehensive, and Cllr Goodall was thanked for all the hard work he had put into the response.

PC24/210 It was noted that the consultation was not very easy to understand. It was also not clear how HS2 were impacting or supporting the plan. It was **RESOLVED** to amend the response to include that the consultation was very difficult to comprehend and hard to respond.

PC24/211 It was NOTED that there will be some changes to the wording towards the end of the response but not to the sense of what is being said. It was **RESOLVED** to authorise Cllr Goodall to edit and amend the response grammatically and submit the response as the official Wendover Parish Council view on the consultation.

e) Nominated Charity for Christmas Event

PC24/212 The nomination for the Wendover Dementia Society to be the official charity recipient of the Christmas event was **RESOLVED**.

PC24/213 It was NOTED that the charity would receive the following:

- 100% grotto income if they provide a suitable Santa, otherwise 50% of grotto income (to allow us to cover expenses for a Santa provided by the Parish Council.)
- Free stall (keeping all income made)
- 10% of food stalls income in lieu of a pitch fee

f) Community Climate Action Planning

PC24/214 This is an approach from Weston Turville Parish Council to see if we can work together as local Parish Councils. It was **RESOLVED** to attend the meeting and bring back any proposal from that meeting to the Amenities Committee. It was **NOTED** that any request for money would need to have a very clear set of outcomes/impacts.

g) Little Acorns Minor Grant Request

PC24/215 The item was brought forward and discussed at the start of the meeting. The Parish Council clarified the location of the garden and considered the request. It was **RESOLVED** to grant the request for £1000 under the power of S137 of the 1972 Local Government Act to come out of budget code 4611.

13) DATES OF FUTURE MEETINGS

PC24/216 The next Parish Council meeting 7.30pm on Tuesday 5th November at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 28th

14) CONFIDENTIAL ITEM

PC24/193 It was **RESOLVED** to move the meeting into confidential session based on the need to discuss sensitive personal information

PC24/194 The current situation was discussed. It was noted that the legal advice must come first and dictate any process. It was **RESOLVED** to progress as set out in the paper. A budget of £8000 was **RESOLVED**.

15) CLOSURE OF MEETING

PC24/195 As all business was transacted the meeting was closed at 9pm

Signed by
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Oct	Parish Council 01/10/2024
BACS			
Date	To	Amount	Payment for
03/10/2024	Phenom Networks	£0.00	Computer Support
03/10/2024	PawPrint	£140.40	Printer/Copier Costs
03/10/2024	Val Mayland	£60.00	Cleaning
03/10/2024	Marley Design	£400.00	Web and communications
03/10/2024	Numbers	£72.00	Payroll Services
31/10/2024	Salaries	£9,236.54	Monthly Salaries Bill
31/10/2024	LGPS	£786.79	LGPS Pension Costs
31/10/2024	HMRC	£3,294.62	Payroll Tax and NI
03/10/2024	Caloo	£752.40	replace climbing net in Hampden Field
03/10/2024	Farol	£318.48	Replace deck drive belt and fit vehicle tracker
03/10/2024	PPL/PRS	£665.18	Music Licenses for events
03/10/2024	Ross - Expenses	£45.84	Travel to local markets as part of research
03/10/2024	ClIr Porter - Expenses	£300.53	Make Wendover Smile Campaign purchases
03/10/2024	Sparkx	£1,494.00	Light repairs - 48, 402, 404
TOTAL BACS AMOUNT		£17,566.78	
CARD			
Date	To	Amount	Payment for
26/08/2024	Adobe	£19.97	Acrobat Pro plan - Oct
13/08/2024	Lebara Mobile	£5.00	Office mobile plan - Oct
29/09/2024	Amazon Business EU	£12.69	Batteries
28/09/2024	Amazon Mkt	£105.30	Storage boxes for rubbish collection
29/09/2024	Amazon Business EU	£9.16	Number padlock to replace broken hogtrough lock
25/09/2024	Amazon Business EU	£7.94	replacement coat hooks
30/09/2024	Sweeneys	£5.98	office supplies
25/09/2024	Wendover Motor Spares	£48.00	Fit and test tracking device to HiLux
19/09/2024	Amazon Business EU	£47.99	Bulb planter
TOTAL Debit Card AMOUNT		£262.03	
DD/SO			
Date	To	Amount	Payment for
3 Oct 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Oct 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
28 Oct 2024	SMART PENSION LTD	£859.02	SMART pension contributions
20/09/2024	MICROSOFT	£126.60	Microsoft 365 Licenses
05/07/2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
05/09/2024	RADIUS TELEMATICS	£78.24	Vehicle trackers - Actual VAT invoice and includes one off setup fee.This updates the invoice previously signed off and will not be duplicated
		£0.00	
TOTAL DD & SO		£1,733.15	
TOTAL PAYMENTS		£19,561.96	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

Complaints about Library car park charges

We have had many ongoing complaints about the charging at the Library Car Park and we are forwarding these to Bucks Council. Bucks Radio came and visited the high street to do a profile piece and this featured so heavily in the conversations with residents and shop owners that they did a separate news item which can be viewed at <https://www.bucks.radio/news/local-news/wendover-high-street-users-not-happy-with-new-parking-charges/>

Update on path in Hampden Field

A resident has reported there is some cracking in the path leading from the Witchell to the Hampden Pond. The following response was given

“A contractor has looked at it and not quoted – part of the reason they didn’t quote was that the work is not urgent, and they were very busy. We haven’t been able to get anyone else to site to quote to verify. In the Amenities budget discussions, it was not seen as a priority when we are faced with other challenges in our open spaces that have been highlighted as H&S issues.[it is still on our] to do list so we can at least get one quote and know what the ballpark cost is and what is required.”

Traffic Chaos in Wendover

Sadly, the word “chaos” is not hyperbole. On Thursday 24th Oct a road closure of the by-pass clashed with 3 way traffic lights on the High Street as the pedestrian crossing was being updated. The clash of these two works led to central Wendover being gridlocked for most of the day. We received multiple and frequent complaints from the community and the stallholders on the market who all said that their trade was well down on average. I sent a letter of complaint to the cabinet member for transport at Buckinghamshire Council. There has been no response to date. I am looking for a confirmation that clashes of this nature are not scheduled into normal operations and care is taken when scheduling works for a Thursday.

Enquiry about local impacts of HS2

We have had an enquiry from a member of the public looking to move to Wendover about the impact of HS2 on the area. They were directed to the Wendover HS2 Mitigation Action Group (MAG) website where all the reports and information we presented at the public meetings is stored. <https://www.whs2.org/>

Quote for Hampden Pond Recharge

The HS2 MAG are supporting the Council by chasing details on a feasibility study on a recharge/bore hole scheme for the Hampden Pond which will help maintain water levels. The pond has been surveyed and we are chasing the report on any feasibility of the recharge of the pond.

New Councillors

We have been advertising for two new councillors and have already had 2 applications into the office and I have fielded a further phone call from someone interested in the role. This is a positive sign at this stage as applications don’t close until Friday 22nd November at 3pm. All potential candidates are asked to attend the meeting on 3rd Dec and give council an overview of their application before a vote to co-opt is held in a confidential part of the meeting.



Princess Mary Gate issues

The office has been trying hard to resolve some of the long standing issues for residents. At the core of many of the issues is the fact that there is not a single “master developer” and the land was sold in 4 separate chunks to different developers, some of the land wasn’t sold at all and is effectively owned by nobody. This leads to patches of ground not being maintained and overgrowing onto paths and roads. A detailed list of issues has been sent in by a resident and I have met with one of the local Bucks Councillors to try and break down the problems in order to resolve them. This is a long running problem and will not be quick to resolve but we are working through them. Whilst most involve identifying who owns land and then getting them to maintain it, some of the items will come to council for a decision such as a new bus shelter at the stop opposite the vets. A summary of the to do list is as follows:

ACTIONS

- WPC – to complete the quotes for bus shelter and installation and propose to Amenities Committee
- WPC – to ensure the resident is aware when the consultation on streetlights will take place
- BUCKS – to create a definitive map of land ownership at PMG
- BUCKS/WPC – to try and create a contact database of those who own/maintain land at PMG
- BUCKS – to decide if it wants to take on the parking issue by adding yellow lines
- WPC/BUCKS – to contact the owner of the park on Giles Rd/Whittingham
- WPC – chase the dog bin installation at Scarlett
- BUCKS – confirm salt bin stocking for winter
- BUCKS – confirm if it can install a waste bin opposite PMG stores

Photocopying in the Clock Tower

We have had a couple of questions about photocopying in the clock tower. This was a service that was offered by the Library and as they are now in our building some people would like the convenience of a local service rather than driving to Aylesbury Library. Offering this service would add an unknown amount of time to current staff workloads including the time it needs to reconcile a sales book and run a cash float and it is not something we are set up to deliver effectively or efficiently. We recognise that this may be residents and local community groups so will monitor this situation.

Wild flowers and bulb planting

This week an additional wild flower area on the bank as you enter the Witchell from the high street has been planted and more bulbs will be being planted next week as we look to add to the experience of using our open spaces and add to biodiversity.

Sound equipment for remembrance parade

The Parish Council now has all of the equipment required to run the Remembrance Parade as we look to support the efforts of the local RBL volunteers to mark this important occasion. The equipment has been thoroughly tested and the clock tower was definitely “rocking”. We will be able to use the equipment for our other events.



Fuel and services calls

The office is being plagued by phone calls about switching fuel and service providers. It now seems that the approach is that they are not selling anything but are “consulting” to find the best value for our needs. Whilst seemingly trivial the sheer volume is taking time out of our day to deal with and we are now blocking the phone numbers to try and manage this issue. However, we do need to consider a new phone and broadband contract.

New telephone and broadband system for office

BT are changing their infrastructure which means we will need to change our contract. The only two products available to us is a full fibre broadband and phone deal which will cost three times what we are paying at the moment or a basic setup which will be a lot slower broadband speeds than we get now for about the same cost as we are paying. As a lot of other providers use the same infrastructure as BT the only realistic option is to move to a provider with its own fibre/cable network. We have had initial quotes and it seems we can get a similar package deal for less than we are paying at the moment.

Parcel Courier issues

We have had an issue with couriers looking at the front door and seeing the library opening hours so walking away with deliveries or collections because they thought the Parish Council was closed. The signage on the front door has had to be changed to make it less confusing and we need to keep a check on the CCTV when we are expecting deliveries as drivers are still walking away. As an aside we have had couriers in the past claim they couldn't find us. I always reply with a picture of the Clock Tower and our address – which starts “The Clock Tower”.

Leaflet to Wendover

As a part of our efforts to keep the community up to date with our event programme and what we are up to as a council we are looking to send out a flyer twice a year. This started with the first HS2 Public Meeting. All Wendover residents should have had a flyer through their door with a list of our events up to Christmas and an advert for new Councillors. This seems to have worked as we already have 2 applications for the Councillor role

Changes to community board areas

As a part of a restructuring the Community Board areas have changed and reduced in number. It is not yet clear as to how these impact on the Parish Council but there will be less money in the pot to bid for.

Parking outside Costa

We have had two complaints about a van that parks on the grass verge near Costa and drives over the pavement to access it. Fundamentally this is a police/Bucks Council issue but we are trying to approach the person directly.

Electric Charging Points

In the same area outside Costa, and probably a related area we have a communication of concern about installing an EV charging point in the layby as parking is at a premium in that area. An EV point



would effectively remove a parking space. Cllr Goodall was able to respond to the resident about the EV pilot project and deal with the questions.

New pop up banners

In order to help with our events branding and brand recognition we now have some additional pop up banners that can be used together to form a “backdrop” or separately. They will be used at any event we are involved in managing or running to help people understand how the Parish Council is involved in bringing the community together.

Internal Audit date

Wendover Parish Council undertakes 2 annual internal audits, and the next one has been scheduled for the 9th December. The internal audit is confusingly undertaken by an external auditor to ensure we are following all procedures required by law.

Meeting with Wendover Society

I met with the Wendover Society on 7/10 In general the Society were looking at how we can develop a sense of pride in the area in which we live and the following points were discussed:

- High street – looking tatty and lots of maintenance jobs required – looking at strategies to encourage tenants/landlords to smarten up.
- The litter bins are looking shabby and old and need updating – most of the ones in question belong to Bucks Council so contact will be made with the,
- The trees on the Manor Waste need watering and are in the wrong place – this had been resolved prior to the meeting.
- The refuse bins outside Costa need storing off the main road – It is believed that this was a condition on their planning application and may need reporting officially
- Residents leaving their bins on the high street continuously
- Need more seating on our local roads at key points – the parish council has the power to site these benches but not the money – look at using memorial benches to increase the provision.
- Thinking about a community event on the manor waste that brings people together
- To determine who owns Oliver’s bridge

The Clock

It is that time of year again! The clock has decided to keep its own time since the last Parish Council meeting. We have brought the service (and repair) forward to November 15th from January. In the interim the repair company have given us a couple of “things to try” which we have been doing with mixed success. Despite having no head for heights, I do enjoy looking at our beautiful clock mechanism from 1870. I shall keep correcting the clock, so it is vaguely the right time. We will ensure that on the morning of armistice day we double check it is as accurate as it can be so that the strike at 11am is correct.



ITEM 8 – FINANCE REPORTS

The Sep/Oct accounts present no issues. The accounts presented show the state as at 22/10/24 but does include salary costs which come out at the end of the month. This is a reasonable indication of the completed October position.

There are no changes to the trajectory of the accounts since last month to note. The end of year projections incorporate some changes of position financially but these manage to cancel each other so we are still targeting to hit the bottom line budget.



22/10/2024

Wendover Parish Council Current Year

Page 1

09:40

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	0	1,251	1,630	379			76.7%	
1005 Charter Fair	110	110	220	110			50.0%	
1010 Cricket Club Lease	0	150	300	150			50.0%	
1021 Markets - Local Produce	123	770	1,500	730			51.3%	
1022 Markets - Weekly Market	0	5,330	10,660	5,330			50.0%	
1030 Other Rental (Ashbrook)	570	1,815	2,045	230			88.8%	
1035 BCC Devolved Footpaths Income	0	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	132	132	2,000	1,868			6.6%	
1260 Xmas event income	105	105	500	395			21.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	85	0	(85)			0.0%	
1263 Event income (stalls etc)	0	370	0	(370)			0.0%	
Amenities Income :- Income	1,040	29,316	29,113	(203)			100.7%	0
Net Income	1,040	29,316	29,113	(203)				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	257	500	243		243	51.3%	
4105 Christmas Decorations	0	0	6,500	6,500		6,500	0.0%	
4109 Promo Materials	0	263	750	487		487	35.1%	
4110 Entertainment & Events	301	3,016	5,000	1,984		1,984	60.3%	
4111 RAF/Remembrance Parade	280	280	500	220		220	56.0%	
4112 Floral Display	0	5,970	8,885	2,916		2,916	67.2%	
4113 HS2 Public Meeting	0	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	0	169	500	331		331	33.8%	
4124 Markets - Business Rates	90	628	990	362		362	63.5%	
4125 Markets - Water	0	2	50	48		48	3.6%	
4126 Markets - Electric	20	159	380	221		221	41.8%	
4130 Quiz	0	17	400	383		383	4.2%	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	0.0%	
Events Expenditure :- Indirect Expenditure	691	11,013	26,955	15,942	0	15,942	40.9%	0
Net Expenditure	(691)	(11,013)	(26,955)	(15,942)				
130 Highways Expenditure								
4200 Bus Shelters	0	1,012	500	(512)		(512)	202.3%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	0	1,000	1,000		1,000	0.0%	
Highways Expenditure :- Indirect Expenditure	0	1,012	2,500	1,488	0	1,488	40.5%	0
Net Expenditure	0	(1,012)	(2,500)	(1,488)				

Continued over page



22/10/2024

Wendover Parish Council Current Year

Page 2

09:40

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Street Lighting Expenditure								
4300 Electricity	0	6,501	12,500	5,999		5,999	52.0%	
4305 Maintenance	2,490	9,850	10,000	150		150	98.5%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	2,490	16,351	31,000	14,649	0	14,649	52.7%	0
Net Expenditure	(2,490)	(16,351)	(31,000)	(14,649)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	0	2,200	2,200		2,200	0.0%	
4405 Maintenance - Fences, etc	0	5,589	15,000	9,411		9,411	37.3%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	25	4,740	5,000	260		260	94.8%	
4415 Maintenance - Inspections, etc	0	1,819	1,800	(19)		(19)	101.1%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	7,120	4,000	(3,120)		(3,120)	178.0%	
4421 Orchard Maintenance	0	531	750	219		219	70.9%	
4425 Capital Expenditure (asset pur	0	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	509	2,776	4,440	1,664		1,664	62.5%	
4430 Mower Maintenance	579	1,734	2,000	266		266	86.7%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	627	2,197	3,000	803		803	73.2%	
4450 Premises - Garage Rent	135	945	1,620	675		675	58.3%	
4455 Premises - SiteSafe Electrics	24	216	300	84		84	72.0%	
4465 Premises - SiteSafe Water, etc	7	59	300	241		241	19.6%	
4475 Misc - Fuel	260	2,570	3,200	630		630	80.3%	
4480 Misc - Materials & Tools	88	625	2,500	1,875		1,875	25.0%	
4481 Machinery/Tool Service Repair	0	145	2,500	2,355		2,355	5.8%	
4485 Misc - Protective Clothing	0	204	750	546		546	27.3%	
4490 Misc - Refuse Bins	403	910	1,200	290		290	75.8%	
4495 Misc - Sundries Recreation	0	12	500	488		488	2.4%	
4497 Defibrillators	0	187	500	313		313	37.4%	
Recreation Expenditure :- Indirect Expenditure	2,657	32,379	72,060	39,681	0	39,681	44.9%	0
Net Expenditure	(2,657)	(32,379)	(72,060)	(39,681)				
200 Finance & General Income								
1205 Witcheil Trust Grant	0	131	400	269			32.9%	
1210 Interest Received ex Deposits	0	7,275	3,500	(3,775)			207.9%	
1250 Precept Received	0	388,445	388,445	0			100.0%	

Continued over page



22/10/2024

Wendover Parish Council Current Year

Page 3

09:40

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1266 VAHT Streetlight Income	0	551	800	249			68.8%	
Finance & General Income :- Income	0	396,402	393,145	(3,257)			100.8%	0
Net Income	0	396,402	393,145	(3,257)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	(34)	2,000	2,034		2,034	(1.7%)	
4550 Communications - Publicity	618	2,968	7,500	4,532		4,532	39.6%	
4555 Communications - Website	113	696	3,000	2,304		2,304	23.2%	
4560 Financial - Bank Charges	2	140	600	460		460	23.3%	
4565 Financial - Fees - Audit	0	0	2,300	2,300		2,300	0.0%	
4570 Financial - Fees - Legal	554	554	2,000	1,446		1,446	27.7%	
4575 Financial - Insurance	5,331	5,331	7,950	2,619		2,619	67.1%	
4580 Financial - Software	0	720	800	80		80	90.0%	
4615 Office - Broadband/Tel/Fax	121	865	1,750	885		885	49.5%	
4620 Office - Copier	140	842	1,500	658		658	56.2%	
4621 Office - Equipment - Expend	174	2,206	3,000	794		794	73.5%	
4625 Office - Equipment Capital	0	457	1,000	543		543	45.7%	
4630 Office - Postage & Stationery	0	179	300	121		121	59.6%	
4640 Office - Testing - Electrical	0	0	100	100		100	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	110	1,130	2,800	1,670		1,670	40.4%	
4655 Office - Utilities - Water	21	149	150	1		1	99.3%	
4660 Property Mgt - Clock Tower	60	1,539	1,750	211		211	88.0%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	0	330	1,000	670		670	33.0%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	45	1,368	2,250	882		882	60.8%	
4690 Misc - Chairman's Expenses	0	0	1,200	1,200		1,200	0.0%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	390	1,200	810		810	32.5%	
4700 Misc Sundry Expenses Finance	6	163	500	337		337	32.6%	
4705 Misc - Travel Staff & Cllrs	46	46	200	154		154	22.9%	
4707 H&S	425	789	3,000	2,211		2,211	26.3%	
Finance & General Expenditure :- Indirect Expenditure	7,826	20,829	49,750	28,921	0	28,921	41.9%	0
Net Expenditure	(7,826)	(20,829)	(49,750)	(28,921)				
230 Grants out - inc S137 exp								
4585 Grant - Churchyard - not S137	0	7,500	7,000	(500)		(500)	107.1%	

Continued over page



22/10/2024

Wendover Parish Council Current Year

Page 4

09:40

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4586 Grant - Youth Centre -not S137	0	7,500	7,000	(500)		(500)	107.1%	
4590 Grants Out - Major - S137	0	0	15,000	15,000		15,000	0.0%	
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)		(5,000)	0.0%	
4611 Grants Out - Minor - S137	0	0	5,000	5,000		5,000	0.0%	
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)		(1,000)	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	0	21,000	34,000	13,000	0	13,000	61.8%	0
Net Expenditure	0	(21,000)	(34,000)	(13,000)				
320 Staffing								
4800 Staffing - Amenities - Wages	5,276	40,354	73,585	33,231		33,231	54.8%	
4801 Staffing - Amenities - NIC	534	4,119	6,795	2,676		2,676	60.6%	
4802 Staffing - Amenities-Pension	617	5,519	10,459	4,941		4,941	52.8%	
4810 Staffing - F&G - Wages	6,144	50,603	91,561	40,958		40,958	55.3%	
4811 Staffing - F&G - NIC	691	4,979	8,243	3,264		3,264	60.4%	
4812 Staffing - F&G - Pension	859	2,789	5,310	2,521		2,521	52.5%	
4816 Staffing F&G Student Loan	56	392	990	598		598	39.6%	
4845 Payroll Charges	60	420	750	330		330	56.0%	
4855 HR Consultancy Fees	0	2,192	3,500	1,308		1,308	62.6%	
4860 Training Staff & Cllrs	0	515	3,500	2,985		2,985	14.7%	
4861 Uniform	0	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	22	154	300	146		146	51.3%	
Staffing :- Indirect Expenditure	14,259	112,036	205,993	93,957	0	93,957	54.4%	0
Net Expenditure	(14,259)	(112,036)	(205,993)	(93,957)				
Grand Totals:- Income	1,040	425,719	422,258	(3,461)			100.8%	
Expenditure	27,922	214,620	422,258	207,638	0	207,638	50.8%	
Net Income over Expenditure	(26,883)	211,099	0	(211,099)				
Movement to/(from) Gen Reserve	(26,883)	211,099						



22/10/2024

Wendover Parish Council Current Year

Page 1

09:27

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 22/10/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	9,742	
200	Current Bank Account	38,993	
202	Flagstone	435,441	
	Total Current Assets		484,380
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,755	
	Total Current Liabilities		1,755
	Net Current Assets		482,625
	Total Assets less Current Liabilities		482,625
	<u>Represented by :-</u>		
300	Current Year Fund	211,099	
310	General Reserves	154,521	
323	Playground Improvements EMR	2,235	
336	Estates equipment replace EMR	240	
338	Hampden Pond EMR	(1,640)	
356	LGPS Cessation EMR	75,000	
357	Skate Park EMR	18,855	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
364	Climate Action EMR	4,748	
	Total Equity		482,625



22/10/2024
09:25

Wendover Parish Council Current Year
Earmarked Reserves

Page 1

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	2,235.00		2,235.00
336 Estates equipment replace EMR	240.00		240.00
338 Hampden Pond EMR	-1,639.99		-1,639.99
356 LGPS Cessation EMR	75,000.00		75,000.00
357 Skate Park EMR	18,854.50		18,854.50
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	9,567.50		9,567.50
364 Climate Action EMR	4,748.12		4,748.12
	117,005.13	0.00	117,005.13



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Wendover Parish Council
Clock Tower High Street
HP22 6DU
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Client ref: WEND001C

SAVINGS ACCOUNTS STATEMENT

Summary from 01 October 2024 to 22 October 2024

£0.00 Holding account balance <small>(as at 22 October 2024)</small>	£436,420.18 Savings accounts balance <small>(as at 22 October 2024)</small>	£979.30 Total interest paid <small>(from 01 October 2024 to 22 October 2024)</small>	£417.89 Total interest unpaid <small>(from 01 October 2024 to 22 October 2024)</small>
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Bank name	Account type	Account status	Unpaid interest (1)	Paid interest (2)	Savings accounts balance <small>(as at 22 October 2024)</small>
Sainsburys Bank	Fixed 6 months	Active	£90.65	£0.00	£32,000.00
HSBC	Instant access	Active	£0.00	£235.60	£81,903.70
Aldermore	Notice 95 days	Active	£11.70	£245.52	£88,480.42
Hampshire Trust Bank	Instant access	Active	£6.23	£130.72	£50,227.50
Santander International	Instant access	Active	£0.00	£170.08	£54,642.19
Arbuthnot Direct - Part of Arbuthnot Latham & Co Ltd	Instant access	Active	£122.44	£77.08	£50,077.08
UBL UK	Instant access	Active	£119.29	£84.95	£50,084.95
OakNorth	Instant access	Active	£67.58	£35.35	£29,004.34

(1) Unpaid interest is indicative and may vary when it is credited to your account. We refer to unpaid interest as 'profit' for Sharia bank accounts.

(2) We refer to paid interest as 'profit' for Sharia bank accounts



Wendover Parish Council Current Year

Detailed Income & Expenditure by Budget Heading

MONTH: 7

Forecast made on current YTD figures for month 7

	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Expenditure	Clerk	
100 Amenities Income							
1000 Allotment Rent	1,743	1,251	1,630	379	2,145	1,251	(379)
1005 Charter Fair	220	110	220	110	189	220	0
1010 Cricket Club Lease	300	150	300	150	257	300	0
1021 Markets - Local Produce	840	770	1,500	730	1,320	1,200	(300)
1022 Markets - Weekly Market	11,548	5,330	10,660	5,330	9,137	10,660	0
1030 Other Rental (Ashbrook)	1,248	1,815	2,045	230	3,111	2,000	(45)
1035 BCC Devolved Footpaths Income	19,198	19,198	10,158	(9,040)	32,911	19,198	9,040
1214 Christmas Trees	1,601	132	2,000	1,868	226	1,750	(250)
1260 Xmas event income	1,446	105	500	395	180	1,500	1,000
1261 Rifle Club Lease	100	0	100	100	0	100	0
1262 Fundraising income	25,195	85	0	(85)	146	100	100
1263 Event income (stalls etc)	0	370	0	(370)	634	370	370
AMENITIES INCOME TOTAL	63,439	29,316	29,113	(203)	50,256	38,649	9,536

	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Expenditure	Clerk	
125 Events Expenditure							
4100 Annual Parish Meeting excl refs	512	257	500	243	441	257	(243)
4105 Christmas Decorations	5,078	0	6,500	6,500	0	6,500	0
4109 Promo Materials	1,009	263	750	487	451	750	0
4110 Entertainment & Events	2,107	3,016	5,000	1,984	5,170	5,400	400
4111 RAF/Remembrance Parade	3,667	280	500	220	480	500	0
4112 Floral Display	4,400	5,970	8,885	2,915	10,234	8,500	(385)
4113 HS2 Public Meeting	889	254	0	(254)	435	500	500
4122 Markets - Local Produce	425	169	500	31	290	650	150
4124 Markets - Business Rates	888	628	990	362	1,077	1,076	86
4125 Markets - Water	62	2	50	48	3	2	(48)
4126 Markets - Electric	441	159	380	221	273	300	(80)
4130 Quiz	40	17	400	383	29	400	0
4132 Christmas Celebration Event	2,679	0	2,500	2,500	0	2,680	180
EVENTS EXPENDITURE TOTAL	22,207	11,015	26,955	15,940	18,883	27,515	560
6000 TFR FROM EMR	3,667	0	0	0	0	0	0
Net movement to gen reserve	(18,540)	(11,015)					



	Actual		YTD	Annual	Budget		%	Expenditure	Forecast	Variance	Basis of forecast and notes
	Last Yr	YTD			Variance	Variance					
130 Highways Expenditure											
4200 Bus Shelters	0	1,012		500	(512)	202.4%	1,735	1012	512		
4210 Refuse Bins	0	0		500	500	0.0%	0	0	(500)		
4211 Sewer weather (salt etc	0	0		500	500	0.0%	0	0	(500)		
4215 Street Furniture - Purchase	0	0		1,000	1,000	0.0%	0	0	(1,000)		
HIGHWAY EXPENDITURE TOTAL	0	1,012		2,500	1,488	40.5%	1,735	1,012	(1,488)		
6000 TFR FROM EMR	0	(1,012)									
Net movement to gen reserve											
135 Street Lighting Expenditure											
4300 Electricity	11,451	6,501		12,500	5,999	52.0%	11,145	13000	500	Electricity is slowly rising again	
4305 Maintenance	20,119	9,850		10,000	150	98.5%	16,886	14750	4750	This is in line with current fault reports	
4315 New Columns (not LEDs)	2,900	0		7,000	7,000	0.0%	0	3000	(4,000)	one column on Manor Cresc- install and try and recoup money	
4320 Streetlighting Inspections	0	0		1,500	1,500	0.0%	0	1500	0		
STREET LIGHT TOTAL	34,470	16,351		31,000	14,649	52.7%	28,030	32,250	1,250		
6000 TFR FROM EMR	(34,470)	(16,351)									
Net movement to gen reserve											



	Actual		YTD	Budget		%	Forecast		Basis of forecast and notes
	Last Yr	YTD		Annual	Variance		Expenditure	Clerk	
140 Recreation Expenditure									
4400 Dog Bin Emptying	2,581	0	2,200	2,200	0.0%	0	2600	400	
4405 Maintenance - Fences, etc	1,372	5,589	15,000	9,411	37.3%	9,581	15000	0	0 Playpark fences in Hampden and may need some pond fencing
4406 Maintenance - footpaths	0	0	2,000	2,000	0.0%	0	500	(1,500)	
4410 Maintenance - Groundworks	4,054	4,740	5,000	260	94.8%	8,126	6000	1,000	
4415 Maintenance - Inspections, etc	90	1,819	1,800	(19)	101.1%	3,118	2800	1,000	Increase in playground external inspections
4416 Pond Works	50	0	1,500	1,500	0.0%	0	1500	0	0 Path repairs some fencing
4417 Tree Works	5,750	7,120	4,000	(3,120)	178.0%	12,206	9000	5,000	Invoice including previous years work is impacting on this figure
4418 Tree Inspections	1,680	0	0	0		0	0	0	
4421 Orchard Maintenance	721	531	750	219	70.8%	910	750	0	
4425 Capital Expenditure (asset pur	9,760	0	12,000	12,000	0.0%	0	0	(12,000)	We have put the Grillo on hold because of the Dev Svcs Contract and current yr pressures
4426 Estates vehicle lease	0	2,776	4,440	1,664	62.5%	4,759	4500	60	
4430 Mower Maintenance	2,979	1,734	2,000	266	86.7%	2,973	2500	2500	500 We have had a number of mower faults this year - it is 5 years old and this is expected for its a
4435 Play Equipment - Purchase	0	0	5,000	5,000	0.0%	0	15000	10,000	need to start replacing obsolete equipment
4440 Play Equip - Repairs & Maint	5,764	2,197	3,000	803	73.2%	3,766	3000	0	
4450 Premises - Garage Rent	1,620	945	1,620	675	58.3%	1,620	1620	0	
4455 Premises - SiteSafe Electrics	168	216	300	84	72.0%	370	384	84	
4465 Premises - SiteSafe Water, etc	188	59	300	241	19.7%	101	150	(150)	
4475 Misc - Fuel	3,449	2,570	3,200	630	80.3%	4,406	3800	600	
4480 Misc - Materials & Tools	915	625	2,500	1,875	25.0%	1,071	1100	1100	
4481 Machinery/Tool Service Repair	388	145	2,500	2,355	5.8%	249	1000	(1,400)	
4485 Misc - Protective Clothing	831	204	750	546	27.2%	350	450	(300)	
4490 Misc - Refuse Bins	985	910	1,200	290	75.8%	1,560	1200	0	
4495 Misc - Sundries Recreation	268	12	500	488	2.4%	21	50	(450)	
4497 Defibrillators	0	187	500	313	37.4%	321	500	0	
RECREATION TOTAL	43,773	32,379	72,060	39,681	44.9%	55,507	73,404	1,344	
6000 TFR FROM EMR									
Net movement to gen reserve	(43,773)	(32,379)							



	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Expenditure	Clerk	
200 Finance & General Income							
1205 Witchell Trust Grant	261	131	400	269	225	262	(138)
1210 Interest Received ex Deposits	16,663	7,275	3,500	(3,775)	12,471	11,500	8,000
1215 Miscellaneous Income	1,675	0	0	0	0	0	0
1250 Precept Received	359,078	388,445	388,445	0	665,906	388,445	0
1266 VAHT Streetlight Income	1,058	551	800	249	945	816	16
F&G INCOME TOTAL	378,735	396,402	393,145	(3,257)	679,322	400,761	8,016
220 Finance & General Expenditure							
4496 Professional Support (HS2 etc)	1,526 (34)		2,000	2,034	(58)	1,500	(500)
4550 Communications - Publicity	7,219	2,968	7,500	4,532	5,088	7,000	(500)
4555 Communications - Website	2,509	696	3,000	2,304	1,193	2,500	(500)
4560 Financial - Bank Charges	604	140	600	460	240	400	(200)
4565 Financial - Fees - Audit	1,735	0	2,300	2,300	0	1,800	(500)
4570 Financial - Fees - Legal	606	554	2,000	1,446	950	1,500	(500)
4575 Financial - Insurance	7,111	5,331	7,950	2,619	9,139	7,950	0
4580 Financial - Software	566	720	800	80	1,234	800	0
4582 End of Year Support RBS	(558)	0	0	0	0	0	0
4615 Office - Broadband/Tel/Fax	1,439	865	1,750	885	1,483	1,600	(150)
4620 Office - Copier	1,287	842	1,500	658	1,443	1,500	0
4621 Office - Equipment - Expend	3,964	2,206	3,000	794	3,782	3,000	0
4625 Office - Equipment Capital	450	457	1,000	543	783	1,000	0
4630 Office - Postage & Stationery	482	179	300	121	307	390	90
4640 Office - Testing - Electrical	0	0	100	100	0	75	(25)
4645 Office - Testing - Fire	0	0	300	300	0	300	0
4650 Office - Utilities - Electric	2,673	1,130	2,800	1,670	1,937	2,500	(300)
4655 Office - Utilities - Water	139	149	150	1	255	275	125
4660 Property Mgt - Clock Tower	2,079	1,539	1,750	211	2,638	2,900	1,150
4665 Property Mgt - Manor Waste	20	0	1,000	1,000	0	500	(500)
4670 Property Mgt - SiteSafe	511	330	1,000	670	566	1,000	0
4675 Property Mgt - War Memorial	0	0	500	500	0	2,574	2,074
4685 Subscriptions and Donations	1,910	1,368	2,250	882	2,345	2,000	(250)
4690 Misc - Chairman's Expenses	473	0	1,200	1,200	0	600	(600)
4691 Misc - Councillor Expenses	0	0	100	100	0	100	0
4695 Misc - Room Hire	725	390	1,200	810	669	1,200	0
4700 Misc Sundry Expenses Finance	524	163	500	337	279	500	0
4705 Misc - Travel Staff & Cliris	0	46	200	154	79	200	0
4707 H&S	117	789	3,000	2,211	1,353	3,000	0
FINANCE AND GENERAL TOTAL	36,669	20,862	49,750	28,922	35,705	48,664	(1,086)
6000 TER FROM EMR							
Net movement to gen reserve	(38,669)	(20,862)					



	Actual		YTD	Budget		%	Forecast	Variance	Basis of forecast and notes
	Last Yr	YTD		Annual	Variance				
230 Grants out - INC S137									
4585 Grant - Churchyard - not S137	7,000	7,500	7,000	(500)	107.1%	7,500	500		
4586 Grant - Youth Centre - not S137	7,000	7,500	7,000	(500)	107.1%	7,500	500		
4590 Grants Out - Major - S137	20,000	0	15,000	15,000	0.0%	0	(5,000)		
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)	0.0%	10,000	10,000		
4611 Grants Out - Minor - S137	2,270	0	5,000	5,000	0.0%	0	(2,000)		
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)	0.0%	1,714	2,000		
FINANCE AND GENERAL TOTAL	36,270	21,000	34,000	13,000	61.8%	36,000	40,000	6,000	
6000 TFR FROM EMR	(36,270)	(21,000)							
<i>Net movement to gen reserve</i>									
320 Staffing									
4800 Staffing - Amenities - Wages	70,769	40,354	73,585	33,231	54.8%	69,178	76,745	3,160	
4801 Staffing - Amenities - NIC	7,135	4,119	6,795	2,676	60.6%	7,061	6,174	(621)	
4802 Staffing - Amenities-Pension	9,434	5,519	10,459	4,940	52.8%	9,461	7,789	(2,670)	
4810 Staffing - F&G - Wages	75,826	50,603	91,561	40,958	55.3%	86,748	86,271	(5,290)	
4811 Staffing - F&G - NIC	8,084	4,979	8,243	3,264	60.4%	8,535	8,028	(215)	
4812 Staffing - F&G - Pension	3,754	2,789	5,310	2,521	52.5%	4,781	4,748	(562)	
4816 Staffing F&G Student Loan	499	392	990	598	39.6%	672	990	0	
4845 Payroll Charges	720	420	750	330	56.0%	720	720	(30)	
4855 HR Consultancy Fees	3,383	2,192	3,500	1,308	62.6%	3,758	2,500	(1,000)	
4860 Training Staff & Cllrs	3,218	515	3,500	2,985	14.7%	883	3,500	0	
4861 Uniform	135	0	1,000	1,000	0.0%	0	1,000	0	
4862 Smart Pension Admin Fee	215	154	300	146	51.3%	264	220	(80)	
STAFFING TOTAL	183,182	112,036	205,993	93,957	54.4%	192,062	198,686	(7,307)	
6000 TFR FROM EMR	(183,182)	(112,036)							
<i>Net movement to gen reserve</i>									



EMIR MOVEMENTS						
	Actual	YTD	Annual	Budget	%	Forecast
	Last Yr			Variance		EMR open/ Clerk
						EMR Balance Basis of forecast and notes
980 Amenities EMR Projects						
9107 EMR - Library Extension		0				8,000
9108 EMR - Skate Park	617					18,854
9110 EMR - Clock Tower Fountain/wall	14,096					0
9111 EMR - Site Safe Insulation	5,056					0
9115 EMR - Hampden Pond Works	30,926					(1,640)
9123 EMR - TWG Priorities	433					1,700
9126 EMR - New Cesspit Ashbrook	6,350					9,568
9127 EMR - Christmas Tree Lights	8,397					0
9128 EMR - Climate Action	252					0
						4,748
						3,000
						1,748
Other Amenities EMRs						
323 Playground Improvements	0					2,235
336 Estates equipment replace	0					240
						2,235 See also 4435
						240 See also 4425
AMENITIES EMR PROJECTS TOTAL	66,127	0	0	0	0	42,005
6001 TRF FROM EMR	44,639					14,300
Net movement to gen reserve	(21,488)					27,705
						To be trf back to general reserve
990 F&G EMR Projects						
9100 EMR - LGPS Cessation		0				75,000
						75,000
F&G EMR PROJECTS TOTAL	0	0	0	0	0	75,000
6000 TRF FROM EMR	0					14,300
Net movement to gen reserve	0					17,879

TOTALS and movements to/from general reserve

	Last Year	YTD	Annual	Budget	%	Forecast
				Variance		Full Yr
Income	442,174	425,718	422,258	(3,460)	100.8%	439,410
Expenditure	424,698	214,655	422,258	207,637	50.8%	435,831
Net Income over Expenditure	17,476	211,063	0	(211,097)		3,579
plus Transfer From EMR	48,306	14,300				14,300
Movement to/(from) Gen Reserve	65,782	225,363				17,879

Basis of forecast and notes
This includes EMR funded expenditure which has a 0 budget in the I and E

EMR Transfers include bringing any "spare" EMR transfer back from completed projects



ITEM 10a – WENDOVER HS2 MAG



HS2 Monthly Report, OCT 24

Works update

- The very rainy weather stalled the use of the dump trucks moving clay spoil to the stockpile just north of Ellesborough Road. Operations are controlled on a day to day basis, but we expect no activity between November and April. During that period EKFB are planning to reinstall the second bridge to handle the Thames Water pipes so that cutting through the old road can start in the new year.
- UK Power Networks are expected to complete the removal of the old sub-station in November, which should lead to the opening of both lanes of the Ellesborough Road diversion and removal the temporary traffic lights.
- Work has started Inside the massive excavation just north of Bacombe Lane to create a 9 metre diameter shaft down to the level of the drainage culvert between Grove Farm and the old cricket ground. The shaft will eventually become an underground storm water cistern, but will be used initially to allow removal of the spoil from mining the 2.4 metre diameter culvert tunnel.
- The creation of the underground tanking wall to stop groundwater ingress at the North Cutting is progressing at a rate of about 40 metres a week. The initial 650m section will be complemented with a second phase north of Nash Lee Road in 2025.

WPC activity

- Bucks Council responded to our request for a discussion of three issues about future landscaping and land restoration. We provided further information and still seek a meeting with officers to establish policy prior to HS2 submitting their detailed plans which are now expected mid 2025.
- WPC wrote to Bucks Council seeking accelerated determination of the EKFB Planning Application for works in the fields at the end of Dobbins Lane to facilitate the early removal of unsightly fencing.
- WPC wrote to Bucks Council seeking road safety improvement at Hale Lane in the expectation of significantly increased traffic due to planned closure of Rocky Lane for construction of the HS2 bridge.
- Five public issues were handled in the month, including the availability of environmental project funds and the civil engineering works at Small Dean Lane, Nash Lee Lane and Dobbins Lane.



Current Issues

- There is a major reorganization happening inside HS2 following the last Government’s decision to cancel Phase 2 north of Birmingham. The new government is scrutinizing the costs of Phase 1 and hopes to gain more control over the Contractors. We anticipate that procurement of the “Railway Systems” (including the Track, Power Supply and Overhead Cabling) for Phase 1 will proceed following the October 30th Budget.
As identified in the recent National Audit Officer report, HS2 have not yet defined the revised scope of the initial Phase 1 railway; and further changes will be involved if Euston Station is reinstated. In the absence of a high level 5-year plan from HS2 we currently anticipate the civil engineering to continue at Wendover until 2028.
- We are awaiting a quotation for a formal feasibility study for the Hampden Pond artesian well from a Consultant Hydrogeologist and are developing a case for HS2 funding.

30th October ‘24



Joint Communications from Wendover HS2 MAG and Wendover Parish Council

There are a number of issues that have required a joint letter to be sent to Bucks Council principally seeking further meetings and feeding back on issues relevant to Wendover. A copy of the letters is posted in this pack for reference.

Letter Sent on 14/10/2024

Toni Chapman,
HS2 Community Engagement Officer,
Buckinghamshire Council,
County Hall,
Walton Street,
Aylesbury
HP20 1UA

14th October 2024

Dear Toni,

Mitigating Wendover community impact after HS2 Construction -Ref: HSC651808828.

Thank you for your letter of 3rd October about the three queries we have regarding land restoration.

1. Wendover Green Tunnel and “Wendover Link North” cycleway

Thank you for the offer of liaison with your Transport Strategy colleagues, which we would welcome.

Your comments refer to the section between the A413 at Small Dean and Ellesborough Road.

We would agree that effective linkage is needed between Bacombe Lane and Ellesborough Road at the junction with WEN/6/3.

Our concern is mainly with the section north from the WEN/6/3 & WEN/11 junction to WEN/55 at Folly Bridge, described as “Wendover Link North” in the HS2 Chilterns Review Group DDP Part 1 page 94. From the “CCB -Wendover and North Link Proposals” drawings there is evidence of a “potential route” on page 8, but on the page 12 “Masterplan” it is not clear what is actually proposed. Our interpretation of that drawing is that the purple dashed line is the suggested track of the cycleway.

As the cycleway is also likely to be used by walkers, it would be helpful if the drawings also identified the planned PRow routes. A key “potential connection and circular route” missing is the WEN/11 link involving the bridge over the Chiltern Line at chainage 55+300, which enables Aylesbury Ring and Ridgeway users to access Wendover Station.

Could we please set up a meeting with Jonathan Clark to discuss this? Recognising that the overall landscape design should be discussed at pre-application meetings with EKFB, should we also be involving someone from Planning at this stage?

2. Green Tunnel North Portal noise mitigation

We note your officers’ feedback that landscape acceptability is a key consideration for additional woodland at the North Portal. As requested, a simple location drawing is appended.

Our understanding is that EKFB are proposing new woodland behind the North Portal Access Road, as shown in their Schedule 17 illustration (as appended). This would complement the adjacent existing woodland, and our proposal is to infill the area south of this to Folly Bridge at 54+900. The strip of woodland would be



delimited on the east by the A413 Wendover bypass and on the west by the National Grid pylon route. This should be visible from Coombe Hill as contiguous woodland. We currently anticipate a mixture of native evergreen species (probably conifer, yew and holly) which could have 5 years of growth prior to the start of trains running on the line, enabled by the DfT U&A 2745 “Early Tree Planting” commitment. Could we please set up a meeting with Jonathan Clark to understand how this proposal could be optimised to gain the Council’s outline approval prior to EKFB’s submission of final landscaping proposals?

3. Appropriate land restoration

Thank you for the feedback from your officers about Site Restoration and the useful reference to Planning Forum Notice 11 [PFN11]. Their feedback seems to relate generally relate to land that will be retaining as part of the operational railway. Our concern is generally about land that has been acquired or used for construction of the line; and is then to be disposed of. This issue was highlighted in 2014 following the publication of the original draft Environmental Statement and an overview is available online at <http://www.hs2amersham.org.uk/index.html?Resources/Construction/Reconstruction/index.htm> Paragraphs 6 and 7 of PFN11 call out the ability of the Council to agree “alternative conditions” with HS2 that land would not to be restored to its former condition. This would appear to open up a number of issues, including how land would be managed until handed over to new owners and what would be an acceptable quality standard for restoration.

In our meeting with Laura Leech, Tom Blackman and Rod Black in June we were pleased to note the Council’s general policy that all land should be restored to its previous state with the AONB. However, subsequent discussions with The Chilterns Society and Chilterns National Landscape suggest that a more nuanced approach may be needed in the light of parcels of land rendered unsuitable for their previous purpose and changing legislation. See the appended comments from the Chilterns Society.

Recognising the Council’s ability to agree alternative restoration conditions with HS2, we would hope that a review of the potentially available land parcels by the suggested group of stakeholders could identify hotspots and suggested mitigation approaches in anticipation of future development planning requests. We would welcome the Council’s input to steer activity to make best use of the offered resources at minimal cost for the Council.

Rather than develop the concept over a protracted period by correspondence, we think there would be significant value for all concerned if a meeting could be arranged to review the proposed initiative; probably involving Tom Blackman and Jonathan Bellars as previously suggested.

We note that you will be picking up responsibility for these issues, so could you please let us know how we could progress them?

Yours sincerely,

Andy Smith, pp Clive Gallagher
Chair, Wendover Parish Council

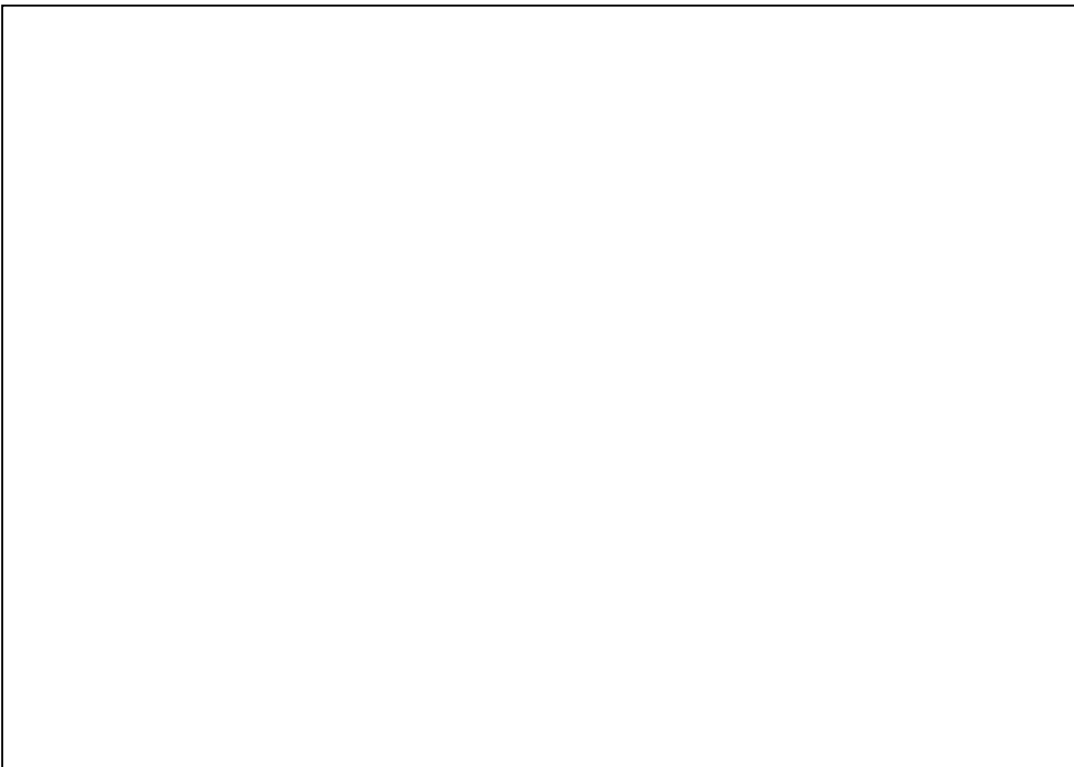
Ron Petersen
Chair, Wendover HS2 Mitigation Action Group

Cc:

- Peter Martin; Buckinghamshire Council
- Simon Keary and Jim Conboy; The Chilterns Society
- Neil Jackson; Chilterns National Landscape
- Greg Smith MP
- Steve Bowles, Richard Newcombe, Leigh Porter and Peter Strachan; Wendover Parish Council



Appendix 1 – North Portal woodland proposals





Appendix 2 – Letter from Chilterns Society

8-Oct-2024

AONB restoration

Dear Toni,

Thank you for outlining the legal position of Bucks with regard to the HS2 S17 applications. We are not surprised to learn that your formal powers are strictly limited by the act.

Our initial idea was to address the restoration of the AONB through the community engagement process, which ALIGN seem to support, EKFB not so much. We would hope to agree guidelines for landscaping restoration so that the areas would in time become typical of the surrounding Landscape Characteristic Area, which might require some default specification for the various landscape features ('Woodland Edge', 'Hedgerow' etc) to be used in the S17 applications. I suspect that the two contractors have or will devise their own (different ?) standards, and it would be appropriate if these were presented for public discussion, rather than revealed piecemeal in successive S17 applications.

A further concern is the maintenance of new and particularly mitigation planting, with the area off Bowood Lane providing an example of how this should not be done. While the planting contractor will be responsible for maintenance for 5 or 10 years, we would hope that local communities would have some input into monitoring the condition of planting, and the ability to trigger an inspection, should the need arise.

I would hope that Bucks might support a meeting with HS2 and the contractors, to discuss these and related issues. While they cannot be forced to participate, it would be poor community engagement if they were to refuse.

Regards,

Jim Conboy

Chilterns Society HS2 Team



Letter Sent on 22/10/2024

Toni Chapman,
HS2 Community Engagement Officer,
Buckinghamshire Council,
County Hall,
Walton Street,
Aylesbury
HP20 1UA

22nd October 2024

Dear Toni,

Planning Permission for Spring Chamber works near Dobbins Lane, Wendover

We are writing to seek your assistance in obtaining “accelerated determination” of works being proposed by EKFB in fields at the end of Dobbins Lane due to ongoing community impact of delays.

EKFB have two work items involving groundwater management required by the Environment Agency related to the excavation of the Wendover Green Tunnel and North Cutting.

Firstly, excavation for the Green Tunnel is expected to interrupt the Coombe Hill aquifer and dewatering of the worksite is to be achieved by use of a temporary pipe discharging into Wendover Brook. This involves a large pipe routed in the fields behind Bridleways and Lionel Avenue, which is currently secured by unsightly Heras Fencing impacting local residents. EKFB were expecting to resolve the community issue by burying the pipe in September using machinery also required for the second work item.

The Environment Agency are also concerned about the long-term impact of the North Cutting on groundwater flows going into a Stoke Brook tributary near King’s Farm, Nash Lee Lane. EKFB’s solution for this second requirement is the construction of an underground “Spring Chamber” in the Rushey Meadow field situated midway between King’s Farm and Dobbins Lane. Feedback from EKFB suggests that delays were caused by extended pre-application discussion with the Council about the detailed mitigation of visible aspects of the solution due to it being within the Chilterns National Landscape AONB. We understand that draft plans have now been agreed and that formal submission for approval is imminent.

EKFB have suggested to us that if the Council were willing to agree “accelerated determination” for their proposals for the underground chamber project that it could significantly reduce the time taken to mobilise equipment needed for those works, and by consequence provide timely resolution of the first issue.

Can you please investigate this with your colleagues and see if early resolution can be achieved?

Yours sincerely,

Andy Smith, pp Clive Gallagher
Chair, Wendover Parish Council

Ron Petersen
Chair, Wendover HS2 Mitigation Action Group

Cc:

- Peter Martin; Buckinghamshire Council
- Steve Bowles, Richard Newcombe, Leigh Porter and Peter Strachan; Wendover Parish Council



Letter Sent on 28/10/2024

Toni Chapman,
HS2 Community Engagement Officer,
Buckinghamshire Council,
County Hall,
Walton Street,
Aylesbury
HP20 1UA

23rd October 2024

Dear Toni,

Hale Lane traffic management during Rocky Lane closure

We are writing to seek your assistance in maintain public safety on the single track Hale Lane during the anticipated closure of Rocky Lane for construction of the HS2 underbridge.

We understand from EKFB that they intend to close Rocky Lane for six months from the end of January to July '25. Based on the experience from previous closures of Rocky Lane we anticipate a significant increase in the number of vehicles attempting to use Hale Lane as an alternative route from Chesham or The Lee to Wendover.

There is a 600m steep section of the lane which is single track with very limited passing places, and damage has already occurred to the Holloway verges during previous Rocky Lane closures. The Lane is a popular section of the Chilterns Cycleway, and with increased traffic there will be an increased risk of accidents. Some sort of traffic management features need to be provided to ensure public safety. Three options would appear to be possible.

- a) Single lane working with two way traffic lights.

Traffic lights at each end of the 600m section could control single way alternate direction working, but there could be a need for long delays to accommodate cyclists climbing up the hill.

- b) One -way working

During the Rocky Lane works a one way system could be deployed, using the B4009 Upper Icknield Way, Aston Hill, St Leonards, and Taylors Lane as an alternative for eastbound traffic.

- c) Improved passing places

Some passing places have been created by default with vehicles attempting to pass in the Holloway damaging the verges. These passing places could be improved by adding tarmac to widen the effective road width along with passing place signage.

The third option is probably the best long term compromise but would require some closure of Hale Lane to implement; and would need to be implemented prior to the Rocky Lane closures. Perhaps EKFB could be tasked to undertake these roadworks at no cost to the Council, and with the incentive to complete the works prior to approving the Rocky Lane Temporary Traffic Restriction Order.

It would also be helpful if the Council could add the hill section of Hale Lane onto a regular routine road sweeping programme, as due to the erosion of the banks the edge of the tarmac is slippery and makes getting traction difficult. Consequently drivers and cyclists get nervous especially in the sections where they have so little space to pass. There are many occasions where drivers refuse to move for fear of sliding into the vehicle they are trying to pass. Add to that the fallen leaves and the issue is exacerbated.

Can you please investigate this with your colleagues and see if early resolution can be achieved?

Yours sincerely,



Andy Smith, pp Clive Gallagher
Chair, Wendover Parish Council

Ron Petersen
Chair, Wendover HS2 Mitigation Action Group

Cc:

- Peter Martin, Steve Bowles, Richard Newcombe and Peter Strachan; Buckinghamshire Council
- Leigh Porter; Wendover Parish Council
- Colin Sully, The Lee Parish Council



WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 15th October 2024 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Worth (Chair), Ballantine, Standen, Walker, Washington, Porter & Wales

Clerk & Minutes: Phoebe Sharps

Members of Public: 1

1) APOLOGIES FOR ABSENCE

A24.086 Cllr Gallagher sent in his apologies which were **ACCEPTED** by the Committee.

2) DECLARATIONS OF INTEREST

A24.087 None.

3) MINUTES

A24.088 The minutes of the meeting of 17th September 2024 were **RESOLVED** as a true record to be signed by the Chair.

4) PUBLIC PARTICIPATION

A24.089 None.

5) UPDATE REPORT FROM THE CLERK

A24.090 The report presented by the Clerk was **NOTED**. There was a verbal update from the clerk that the clock is as of 15/10/2024 is running 19 minutes slow, the office has been in touch with the maintenance company about this. An update from Cllr Standen was given regarding the funding from the Skatepark, which has been challenging, Cllr Porter has as meeting with a local business owner about potential funding. The Estates and Events went on a bid writing training course which spoke of the struggles with a lack of funding, and advice on what to focus on how to word the applications.

6) FINANCE

To consider the list of payments and sign cheques

A24.091 – The payments to consider totalling £9,661.48 were **RESOLVED** and signed.

To approve the proposal to Council for the Amenities budgets

A24.092 – It was **RESOLVED** to approve the following budget request to propose to the Parish Council.

7) OPEN SPACES AND HAMPDEN POND

Nothing to discuss.

8) OTHER MATTERS

Memorial Bench Request

A24.093 It was **RESOLVED** to bring this item forward.

A24.094 It was **RESOLVED** to accept the request for the memorial bench and authorise the office to place the relevant orders. It was noted that the Committee are happy for the bench to be installed in the family's preferred location in the Community Orchard. An update from the family was given about Ollie and his connection to Wendover and his families connection to Wendover.

Mini Christmas Tree Installation 2024

A24.095 It was **RESOLVED** to authorise the office to accept the quote from company 2 subject to advice from the health and safety contractor. It was noted that the Council would like the office to undertake due diligence in checking public liability insurance and other insurance documents as well as risk assessments.

9) ITEMS FOR NEXT AGENDA

A24.096 None discussed.

10) DATE OF NEXT MEETING

A24.097 The next scheduled meeting of the Amenities Committee is 17th December 2024. Any items for the agenda including papers to be with the Estates and Events manager by 9am on Mon 9th December.

11) CLOSURE OF MEETING

A24.098 As all business was transacted the meeting was closed at 7.51pm.

Signed by

Chair to the Amenities Committee

Date:



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 15th October 2024 at 7.00pm St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Ballantine (Chair), Standen, O'Donnell, Walker, Worth

Clerk & Minutes: Phoebe Sharps

Chair: Councillor Ballantine

Members of Public: 0

2. APOLOGIES FOR ABSENCE

P24/085 Cllr Gallagher sent in his apologies which were **ACCEPTED** by the Committee.

3. DECLARATIONS OF INTEREST

P24/086 None.

4. PUBLIC PARTICIPATION

P24/087 None.

5. MINUTES

P24/088 The minutes of the Planning Committee Meeting held on 17th September 2024 were **RESOLVED** as a true record and the Chair signed the minutes.

6. PLANNING DECISIONS

P24/089 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 15th October 2024 were noted.

7. CLERKS REPORT AND CORRESPONDANCE

P24/090 The report was noted. It was noted that 1 South Street could now be a short term let, the office will contact Bucks Council about change of use.

8. PLANNING APPLICATIONS

P24/091 **24/02812/APP 7 Icknield Close Wendover Buckinghamshire HP22 6HG**

Householder application for removal of side flat roof garage/rear kitchen area and and erection of two storey side/rear extension with lean-to single storey entrance
It was **RESOLVED** to support this application

P24/092 **24/02867/APP St. Benedicts Bacombe Lane Wendover Buckinghamshire HP22 6EQ**

Householder application for demolition of garage and porch, erection of part single storey front extension and open porch with associated groundworks and landscaping

It was **RESOLVED** to support this application

P24/093 **24/02865/ALB Wendover Dean Farm Bowood Lane Wendover Buckinghamshire HP22 6PY**

Listed building application for external repairs including roofing, brick/flint wall repairs and pointing, replacement of rainwater goods including new soakaways, joinery repairs, strengthening of framing to barn, part renewal of barn weatherboarding, decorations



It was **RESOLVED** to support this application

P24/094 24/03034/APP 4 Vinetrees Wendover Buckinghamshire HP22 6BS

Householder application for single storey rear extension

It was **RESOLVED** to support this application.

9. OTHER MATTERS

a) HS2

P24/095 The email from the Wendover HS2 Mitigation Group was noted regarding the planning application from EKFB and it was noted that the committee would support the Chair of the Council sending the letter to Bucks Council.

b) CLOSURE OF RAF HALTON

P24/096 There were no updates for this committee.

10. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA

P24/097 The meeting on Tue 19th November 2024 at 7pm was noted.

11. CLOSURE OF MEETING

P24/098 As all business had been transacted the meeting was closed at 7.09pm.

Signed by
Chair to the Planning Committee
:

Date:



ITEM 12a – HEALTH AND SAFETY AUDIT

BROUGHT BY

Clerk

SUMMARY

- i) To note the results of a recent health and safety audit and the works being undertaken
- ii) To consider approving a budget of £500 to employ one of our student staff to do the file conversions required.

PARISH COUNCIL BACKGROUND

The Council for some years has had an external health and safety specialist who advises the Council to ensure we are following correct procedure.

DETAILS

INTRODUCTION

Since 2018 we have been using Worknest/Safetynest (formerly Ellis Whittam) to ensure that we meet our health and safety obligations. We have recently moved to a new company, and they have done their first site visit and Health and Safety Audit.

The audit has raised a number of concerns:

Since cancelling our old contract we have lost access to a lot of information held on the previous providers online platform. We lost access a lot sooner than we anticipated. We do have print outs so have paper copies of information but these need updating and entering electronically. This also included the records of the online training that we do in January to keep up to date.

The H&S manual we have that is reviewed annually was signed off by the previous company but guidance is that it is not quite up to scratch with regards to COSHH and Fire Safety

In general there is a lot more work than anticipated to ensure we are following all guidelines and best practices. The full report has been circulated in advance but these are the action points from that report and a comment on where we are at with a response:



Recommendations

The overall “score” was 71.64% with 19 actions/recommendations as below:

Action	Priority	Comment	Actions	Closed?
All appropriate risk assessments have been completed and all available on site	Med	All previous risk assessments as required by previous H&S company are available in hard copy only as we lost access to the online digital H&S dashboard when we ended the contract. The current hard copies are being updated and saved digitally so they can easily be amended	Continue Risk Assessment update	
Good segregation between vehicles and pedestrians which is monitored	High	This is a completely new observation and the discussion at the audit is that when cutting grass verges a "banksman" would need to be used. Our previous H&S company did not pick this up. The regulations on this come from the "Red Book" and for short duration works we are following the guidelines.	We currently feel that employing someone purely as a banksman to watch whilst cutting the grass verges is not appropriate to the risk level. We have been cutting verges without incident over a number of years in different conditions and our practices are within the recommendations of the red book.	
Employees have received manual handling training and records are available	Med	Employees have received the training but access to the records of that training have been lost when we ended the contract with the previous H&S consultant	Refresher training is due in January there is nothing more to be done on this item	
Only authorised chemicals are used	High	Only authorised chemicals are used but it would make sense to refresh the list and laminate it to be pinned up in chemical stores	Refresh COSHH list and SDS	
An inventory of all chemicals and substances used on site has been completed and readily available	Med	As above - print and laminate list to display in chemical stores	as above	



Completed COSHH on site for all chemicals	Med	Whilst we have a COSHH list and safety data sheets we need to create specific COSHH assessments using that information	Create specific COSHH assessments	
Appropriate health checks/health surveillance is being completed to the required frequency and for the appropriate employees	High	Anyone using vibrating tools to complete health questionnaire and receive occupational health checks and hearing tests	create questionnaire and follow up processes	
Is all plant and machinery used on site in good working order and regularly serviced and maintained as required	Med	It is but the records of this are in multiple filing locations - this is a simple change	merge files in to maintenance log	
The issue of work wear and PPE is documented with records available	High	PPE has been correctly identified and issued but there is no paper trail to prove staff have been issued the PPE. Form now in use but need to reflect the PPE already issued.	Do a retrospective form for PPE issued	
Has a first aid needs risk assessment been completed for the site, available for inspection, in date and control measures in place	Med	It has and is included in current documentation but there is a new format required.	update format	
All employees have been trained on appropriate safe systems of work for their work and records are available.	High	All staff are trained and competent, but we need a set of "Safe Working Practices" documented for tasks which could cause harm	develop safe working practices	
Asystem is in place to inspect driving licenses every 12 months, copies of the licenses are available for inspection	High	Licenses are available but we don't do annual checks - this would be a new process	Introduce new 12monthly checks	
Acontractor/visitor register is available on site and completed - site rules emergency procedures provided at the time of signing in	Low	This may not always be practical so needs more thought	work out a practical system - particular for contractors we use regularly	



Is there a fire risk assessment in place for inspection and have all control measures been implemented	High	There is one in place but it was a number of years old. Anew FRAhas been undertaken with no significant changes an placed in Fire Log Book	quotes for hard wired smoke and heat detectors being requested	
Fire Drills and fire awareness training completed in line with the fire risk assessment	High	We have not undertaken any fire drills but this will now be undertaken every 6 months	Undertake fire drill	
Fire Safety appeared to be managed with no fire hazards noted (combustables, storage, blocked exit routes, defective fire doors)	Low	This is inaccurate - there are monthly site inspections which cover all necessary checks and records are available at the clock tower in a single file. It is not called a fire log book - I will change the name	Monthly inspections now moved into "fire Log"	Y
Is the emergency lighting checked monthly and recorded in the fire log book	High	We don't have emergency lighting - plug in emergency lighting was ordered and is in place and will be added to monthly checks	Monthly inspections now moved into "fire Log"	Y
Are weekly and monthly checks of the fire extinguishers conducted and recorded in the fire log book	High	As above - will be now stored in the newly renamed Fire Log Book	Monthly inspections now moved into "fire Log"	Y
Are daily checks of the escape routes conducted and recorded in the fire log book	Med	Daily inspections not required - monthly will suffice - As above - will be now stored in the newly renamed Fire Log Book	Monthly inspections now moved into "fire Log"	Y

A lot of this work involves typing up or scanning an converting printed pages, or changing data we hold already to put into a different format. The fastest and most efficient way of undertaking this work so it does not impact on the capacity of the office staff.

Staffing

This paper proposes that we employ one of the summer project staff on a consultancy basis to complete the work required so we are fully up to date. This is a one off, discrete task and finish process which could be done remotely and would suit their skillset. We would offer the work at a fixed price based on the estimated number of hours at the same rate they worked in the summer. It is envisaged that this would be 20 hours of work, which would come to £270. I would recommend that if the work overruns significantly we can add another £140 which is another 10 hours.

FINANCIAL CONSIDERATIONS

The maximum cost of the works would be £410 from the staffing budgets



LEGAL IMPLICATIONS AND SUMMARY OF RISKS

- As this is health and safety work the sooner we can complete the work the less risk the council faces. However the work is not going to make significant changes to the processes we undertake.

PROPOSAL

- i) To note the results of a recent health and safety audit and the works being undertaken
- ii) To consider approving a maximum budget of £410 to employ one of our student staff to do the file conversions required.



ITEM 12b – FUEL CARD

BROUGHT BY

Office

SUMMARY

To approve signing up to a new Fuel Card provider and approve a new direct debit to the card provider

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

- As we have installed vehicle trackers we have become eligible for a deal on a Fuel Card that we can use at the local garage for a better deal than the current fuel card
- The deal offers 5p off the forecourt price for most fuel.
- There is a surcharge on premium fuels (E5) which we need for our petrol powered tools. But overall this is negated by the 5p off deal.
- There is a £2 charge for card admin per month (the same as current provider)

Cost Savings

Based on last years fuel consumption and pump prices we would have saved £162.11, even with the surcharge on premium fuel.

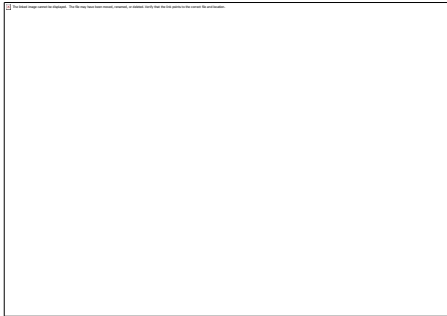
A brief look at other fuel card offers finds similar deals.

Direct Debit

This will require a direct debit to be in place so part of the proposal is to approve a new direct debit.



Information from the provider

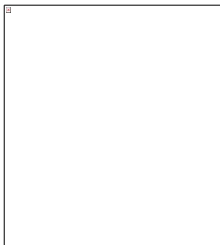


Guaranteed discounts at over 1,200 fuel stations with the BP Plus card

Good morning Andy,

It was great to talk to you earlier about your fuel card needs. We chatted about our BP Plus card, which gives you guaranteed discounts at more than 1,200 fuel stations and access to an additional 2,000 stations.

Read more about the benefits of our BP Plus card below.



The BP Plus card gives you guaranteed discounts at the pump

With the BP Plus card, you can enjoy 5p per litre off the pump for diesel and 4p per litre off the pump price for unleaded at more than 1,200 BP fuel stations. It's also accepted at over 2,000 partner sites, including Esso, Texaco, and Gulf.

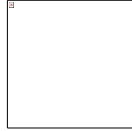
The only fee related to the account is £2 per card per month. There is no transaction fees, minimum spend or inactivity fee along with there being no contract whatsoever.

The BP Plus network includes:



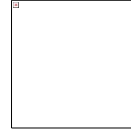
3,200+

Total sites



780+

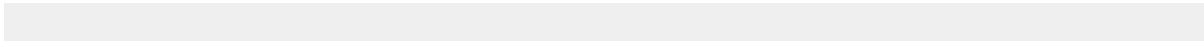
HGV sites



80+

Motorway / truckstop sites

[VIEW NETWORK](#)



We're the UK's highest-rated fuel card provider on Trustpilot

[READ OUR REVIEWS](#)



FINANCIAL CONSIDERATIONS

- This should reduce fuel costs

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

n/a

PROPOSAL

To approve signing up to the radius telematics fuel card

To approve a new direct debit to the card provider



ITEM 12c – CHRISTMAS MEAL

BROUGHT BY

Office

SUMMARY

To consider the proposal for the Christmas meal payment and attendees

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

Every year there are complications around the Christmas meal. The current arrangement is that the Parish Council pay for the staff meals and then Councillors pay for their meals.

It should be recognised that Parish Councillors are entitled to an allowance that Wendover Parish Councillors choose not to accept.

Therefore, this proposal is that in lieu of taking their allowances the Wendover Parish Councillors the Parish Council pays for the meal of any Councillors attending the Christmas meal

As previously drinks (alcoholic or otherwise) will be paid for by the Councillors and any Guests/Partners should continue to pay for their meal.

FINANCIAL CONSIDERATIONS

- This will add approximately £250 to the Chairmans Expenses budget line and is well within budget

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

n/a

PROPOSAL

To approve that staff and councillors will have their meals paid for at the Christmas event