

## **Annual Watermead Parish Council Meeting**

**Thursday 18 May 2023 at 8.15pm  
Held at the Village Hall, Watermead**

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr I Schwab, Cllr M Morgan, Cllr D Forder, Cllr M Singleton  
BC Cllr Blamires  
Noreen Shardlow (Clerk), Michelle Jackson (Assistant Clerk)

**Cllr A Schwab took the Chair**

**23.01 Election of Chairman & Acceptance of Office**

Cllr Severn was nominated Chairman. There were no further nominations. The nomination was seconded and a unanimous vote recorded. Cllr Severn was duly elected Chairman. The relevant Acceptance of Office documents were signed.

**Cllr Severn took the Chair**

**23.02 Election of Vice Chairman & Acceptance of Office**

Cllr A Schwab was nominated Vice-Chairman. There were no further nominations. The nomination was seconded and a unanimous vote recorded. Cllr A Schwab was duly elected Vice Chairman. The relevant Acceptance of Office documents were signed.

**23.03 Apologies**

Cllr A Bond

**23.04 Declarations of Interest**

To declare any personal or prejudicial interests regarding the agenda – Cllr I Schwab – 23.10.1.

**23.05 To Receive Police Report re Protection of Persons & Property**

Discussed at the Annual Parish Meeting held prior.

Incidents Since Last Meeting

Waterlily – Attempted vehicle and attempted burglary

Theft from vehicle on Watermeadow

False Registration Vehicle Communications received.

**23.06 Open Forum for Parishioners at 7.40pm – 8.10pm followed by the Council Meeting**

Discussed at the Annual Parish Meeting held prior.

**Council Meeting**

**23.07 To agree the minutes of the Parish Council Meeting held 20 April 2023**

The Minutes were agreed and signed as a true record of the meeting.

**23.08 Planning Matters**

1. To update on any Planning Applications submitted 17/00771/APP The Piazza Car Park – The Clerk had advised that Buckinghamshire Council had refused the application. Cllr Blamires to draft an article for the local paper on behalf of the PC.
2. 23/01222/APP 121 Lark Vale, HP19 0YP Householder application for garage conversion to habitable accommodation – the PC had no objections to the planning application.

### **23.09 Neighbourhood Plan**

The last open day for the Neighbourhood Plan was a hugely successful day with nearly 70 people attending with a mixture of residents and business owners.

The Village Hall was very well prepared and we now have an excellent format to enable people to follow the process and sections covered in the plan easily around the Village Hall. We also provided supporting packs and info for on-line access.

The number of questions and feedback we received was fantastic!

The Neighbourhood Plan Team are pleased to confirm that the draft Neighbourhood Plan has been received from Sally Chapman our retained Planning Consultant and has been circulated to the team and all Cllrs. This is subject to amendments and additional text.

A Green Space Assessment for all green space on Watermead has been undertaken. This will need to be scored on land value and it is the intention of the team to provide Watermead residents the opportunity to score the land at a future consultation day, possibly on 28 May at the Larks event and the Lunch Club.

#### **Engagement**

It is critical that we do not lose momentum on engagement with all our stakeholder groups. So we will be organising more open days, more meetings, more communication. We will continue to develop the various sections in the plan. We continue to hold meetings where stakeholders require additional support/guidance/understanding.

We will keep talking to people when 'out and about' and make sure they understand the importance of their involvement and contribution. Once the final draft Neighbourhood Plan is ready further public consultation/presentation dates will be arranged. These will be advertised on our website and notice boards.

### **23.10 Finance & Administration**

1. The payment schedule for May 2023 was agreed.

Payment Schedule		May-23			Payment Method (if Chq provide Number)		Comments
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount		
Mobile Mini	7002860121	R&M	£58.60	£11.72	£70.32	BACS	
Ian Whittome	3rd May 2023	Grass	£50.00	£0.00	£50.00	BACS	
CLC Grounds Maintenance	3071-3073	Grass, R&M, Litter & Allotments	£2,005.00	£0.00	£2,005.00	BACS	Grass, R&M, Litter & Allotments
Michelle Jackson	May-23	Assistant Clerk	£278.60	£9.00	£287.60	BACS	
Noreen Shardlow	May-23	Clerk & Office	£1,822.09	£0.00	£1,822.09	BACS	
HMRC	May-23	PAYE & NI	£593.69	£0.00	£593.69	BACS	
G. M. Hall & Co	May-23	PAYE Inc. P60	£30.00	£0.00	£30.00	BACS	
Village Hall Management	May-23	Hall Management	£600.00	£0.00	£600.00	BACS	
British Gas Village Hall	600026660	Village Hall Services	£211.25	£0.00	£211.25	BACS	
Orchard Consulting	10403	Internal Audit 2022-2023	£270.00	£0.00	£270.00	BACS	
Buckinghamshire Council Bins	613746	Village Hall & Land	£164.80	£0.00	£164.80	DD	
D. Lucas	Await	Land Adhoc	£0.00	£0.00	£0.00	BACS	
E.ON Next Electricity	A-CA102F38	The Gatehouse	£32.15	£1.61	£33.76	BACS	
British Telecom	SM50260908	Village Hall & Office	£280.28	£56.06	£336.34	BACS	Phone and Wifi - 3 Months
Rachel Seago	2397	Graphic Designer	£865.00	£0.00	£865.00	BACS	
ACC (Event)	ACC/11925	Supplies for Larks	£366.00	£73.20	£439.20	BACS	Net amount to be reclaimed
Herts Supplies	CS537598	Supplies for Hall inc. Mat	£211.76	£42.39	£254.15	BACS	
					£0.00		
<b>Routine Payments Total</b>			<b>£7,839.22</b>	<b>£193.98</b>	<b>£8,033.20</b>		
<b>Non Routine Payment</b>							
				£0.00	£0.00	BACS	
				£0.00	£0.00	BACS	Contribution & Shortfall as per state
				£0.00	£0.00	BACS	Shortfall as per statement
<b>Non Routine Payments Total</b>			<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Total</b>			<b>£7,839.22</b>	<b>£193.98</b>	<b>£8,033.20</b>		
Approval for Electronic Payments - To be signed by two Cllr. Signatories at meeting of the Parish Council	Cllr Signature:		Date Approved:				
	Cllr Signature:		Date Approved:				

2. To agree the year end accounts to the end of April 2023 - The Clerk had previously circulated the year end accounts to the end of April 2023, which were approved.
3. Confirmation of the dates of the period for the exercise of public rights – Monday 5<sup>th</sup> June 2023 – Friday 14<sup>th</sup> July 2023.
4. To confirm the Council have agreed the Annual Governance Statement – It was confirmed that the Council have agreed the Annual Governance Statements, which were signed by the Chairman and the Clerk.
5. To confirm the Council have agreed the Accounting Statements – It was confirmed that the Council have agreed the Accounting Statements, which were previously signed by the Clerk followed by the Chairman.
6. To confirm receipt of Internal Auditor Report and notes – It was confirmed that the Council have received the Internal Audit Report and notes.
7. To renew the following Parish Council Policies: Standing Order (including Risk Assessment), Financial & Procurement Regulations, Communications Policy, Asset Register & Memorial Policy. All policies renewed.
8. General Power of Competence – To resolve the Parish Councils criteria for eligibility

### Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. For Watermead Parish Council the total number of councillors is 7, two thirds is approximately 4.6, the number of councillors that must be elected is 5.

### **Qualified clerk**

At the time the resolution to adopt the GPC is passed the clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

The Parish Council meets with the above criteria.

## **23.11 Councillors' Reports and Recommendations**

- 1 To update on Land Registry Matters**  
Cllr I Schwab/Cllr Severn to chase a response.

Cllr I Schwab/  
Cllr Severn

- 2 To update of Land & Routine Land Work**

### Updates received from Maydencroft

Following our April 2023 Parish Council Meeting further advice has now been received from Maydencroft.

Maydencroft have now confirmed that as this next stage of our project will be constructed within the floodplain of a main river a Flood Risk Activity Permit (FRAP) will need to be submitted to the Environment Agency.

This is a service that Maydencroft can provide and their schedule of charges are included below;

Since receiving this information I have made contact with Michael to ask at what stage would it be best to obtain three quotations as I believe in the first instance we need all the relevant permissions/designs etc agreed before going out to obtain three tenders.

Michael agreed that this would be best as not all bridge/environment companies offer this service and we need to give other companies the specification of what is permitted (if permitted).

Therefore for our May Parish Council Meeting we need to consider whether to proceed with the FRAP application/stage.

It was proposed and agreed to draw up a detailed project plan with costings (including improvements to the horse shoe area) and hold an in-person consultation to determine whether parishioners were in support of the project and the risks/costs involved.



Noreen Shardlow  
Watermead Parish Council  
The Village Hall  
Lakeside  
Watermead  
Aylesbury  
HP19 0FX

QUOTATION REF	MH8798
CLIENT	Watermead Parish Council
AUTHOR	Lottie Miles
OFFICE	Hitchin
ACTIVITY	Flood Risk Activity Permit application

20 April 2023

REF	DESCRIPTION	QTY	UNIT	RATE (£)	PRICE (£)
1	<b>Flood Risk Activity Permit</b>				
1.1	Initial consultation with the Environment Agency (EA) to determine the correct permitting requirements.  <i>Please note, should the permitting requirements be different to those quoted, an adjusted quote will be submitted.</i>	1	Item	-	275
1.2	Completion of a Flood Risk Activity Permit application to the Environment Agency, which will include a site visit, direct communication with the EA, and production of the following forms and documents: <ul style="list-style-type: none"> <li>Part B10</li> <li>Part A</li> <li>Part F3</li> <li>Environmental Risk Assessment</li> <li>Management System</li> <li>Site Plan</li> </ul> <i>Please note that the price provided does not include the application fee that should be paid directly by the client to the EA. The estimated fee for budgeting purposes is £500, however this can vary depending on the number of activities, and the fee will be calculated and confirmed as part of the application.</i>	1	Item	-	1,100
1.3	<b>Contingency:</b> Dependent on the Environment Agency's response, a Water Framework Directive Assessment may need to be produced in support of the Permit.  <i>This will only be invoiced for if requested by the EA.</i>	1	Item	-	550
1.4	Provision of two Technical Drawings to support the application. Drawings will be based on OS Basemaps, supported by measurements taken by the designer during a site visit. To include: <ul style="list-style-type: none"> <li>Drawing showing the existing site prior to any works;</li> <li>Drawing showing the intended works.</li> </ul> <i>The finished drawings will be produced to scale and provided in digital PDF. Price includes for one set of revisions and the purchase of an OS Mastermap.</i>	1	Item	-	1,925



1.5	<b>Contingency rate:</b> To cover any requirements for any unforeseen meetings, amendments/additions etc.  <i>A timesheet will be kept and submitted to the client outlining any additional time spent.</i>	1	Hour	55	-
				SUBTOTAL	£3,850
				VAT @ 20%	£770
				<b>TOTAL</b>	<b>£4,620</b>

#### Terms and Conditions –

The quotation is valid for 1 month from the quotation date. After this period, our rates may change to cover market fluctuations and increased fuel costs.

Payment is due within 30 days of invoice date.

Mobilisation charge of 30% followed by balance on payment on completion.

Payment to be made monthly in arrears as mutually agreed.

For access to our quality, environmental and health & safety documentation, click on the **SIGN IN** link above and use the password 'builttolast' to access the Customer Portal.

Further terms and conditions are detailed in 'Terms and Conditions of Business'.

## Fallen Tree Update 27<sup>th</sup> March 2023

Thanks for your email, I have passed this over to my inhouse EA consultant and will come back to you once I have her take on it, but from my experience this is a fallen limb/tree which would not come under the EA issues you mentioned in your email as we would not be felling a tree, only removing one that has fallen of its own accord. The only thing I would add to that is that because we are now in bird nesting season (march-September) we would need to do a nesting bird check to make sure no water fowl are trying or have succeeded in nesting amongst the branches of this fallen tree. There are however certain circumstances where the EA do encourage fallen trees in the river to act as the practice within the agency and the flood risk management community is to leave brash dams in place from a flood management point of view. Many fallen trees in rivers have been left in place deliberately and mapped and modelled, so perhaps don't just remove trees for the sake of avoiding a portage. If there is a genuine hazard to life (such as a tree in a rapid) then perhaps there is a need, but many brash dams have been modelled along with intensive catchment profiling allowing sub-catchment connectivity to be monitored so that flood peaks will reach confluences at different times. By controlling the lag times of individual catchments flood peaks reaching a narrow point (such as a town), the overall flood peak can be lessened. I don't personally think this point covers your situation but wanted to add it so you are aware of all possible outcomes.

Here is an extract from an EA and obviously relates to a particular stretch of river with a particular issue but does highlight how they could have an input in the opposite point of view:-

There are really two aspects to this:

(1) from a flood defence point of view removing the trees will remove the potential to build up debris dams which can cause flash floods under the right conditions; so removing them at this point will be positive.

(2) from an ecological point of view its more complex. Dead wood, if in the channel below the 'usual' water line is valuable habitat particularly in streams where organic material is scarce. Having said this, the odd branch being removed is neither here nor there in the scheme of things. If it is above the usual water line then no problem from an aquatic invertebrate point of view.

Full report sent via email.

### **Hanging Baskets**

Installation due imminently.

### **Litter Bins**

Purple bins reinstated from 22<sup>nd</sup> may 2023

### **Works agreed and awaiting completion:**

Existing Benches Ground Works D. Lucas – Awaiting better weather.  
Walkway Brackets

### **Watermead Piscatorial Working Group Day Update**

The dates for the working parties will be Sunday 2nd April, Sunday 28th May (8am – 1pm) & Wednesday 31st (Evening 5pm – 8pm).

### **3 To update on Allotments**

Nothing to report.

### **4 To report on Village View**

Cllr Singleton reported that the Summer issue had gone to print this week. Cllr Singleton urged contributors to get their articles to her in plenty of time.

**5 To report on Village Hall**

As per email previously sent, the below scope of works commenced Monday 13<sup>th</sup> February 2023. Since the below works were carried out there has been no further water ingress into the hall. We will continue to monitor.

**6 To update of Transport/Highways**

Discussed at the Annual Parish Meeting held prior.

**7 Florence Nightingale Walk of Life & Open Gardens  
Update on Meeting Tuesday 16<sup>th</sup> May 2023**

The Clerk attended a meeting with Bill & Steve who are organising the Florence Nightingale Hospice Walk of Life. She had presumed the meeting would just to provide an update as to the number of people registered and to clarify the plan.

Steve reported that following a recent visit he has decided not to use the hall for registrations and they will instead use the Balloon Meadow and bring in food & hot drink traders. The Clerk advised that there had been no contact to request this and that permission would be required.

Therefore as a matter of urgency they are revising their current Event Management Plan and had requested use of the Meadow. This was agreed by all Cllrs.

The Clerk had also asked them to address all issues including stewards, litter etc and weather.

**8 Watermead Events Committee Updates**

Larks by the Lake – Sunday 28 May.

Open Gardens to take place on 9 July.

**23.12 Date of meetings**

15 June 2023 – Cllr Singleton gave her apologies in advance  
20 July 2023, 17 August 2023, 21 September 2023, 19 October 2023, 16 November 2023, 21 December 2023

There being no further business the Chairman closed the meeting at 9.40pm and thanked people for their attendance.