

Watermead Parish Council Meeting

**Thursday 19 May 2016 at 8.02pm
The Village Hall, Watermead**

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr I Schwab, Cllr Singleton, Cllr Toler, Cllr Rose, Noreen Shardlow (Clerk), Michelle Jackson (Assistant Parish Clerk) plus 1 member of the public

16.11 Election of Chairman & Acceptance of Office

Cllr Severn was nominated Chairman. The nomination was seconded, 4 in favour, 1 abstention. There were no further nominations. Cllr Severn was duly elected Chairman. The relevant Acceptance of Office documents were signed.

16.12 Election of Vice-Chairman & Acceptance of Office

Cllr A Schwab was nominated Vice-Chairman. The nomination was seconded, 4 in favour, 1 abstention. There were no further nominations. Cllr A Schwab was duly elected Vice Chairman. The relevant Acceptance of Office documents were signed.

16.13 Apologies

None.

16.14 Declarations of Interest

To declare any personal or prejudicial interests regarding the agenda
Cllr I Schwab & Cllr A Schwab – All items relating to Crematorium and Legal.

16.15 To Receive Police Report re Protection of Persons & Property

To discuss any Neighbourhood Watch matters – TVP
No police report received.

16.16 Open Forum for Parishioners at 8.12 pm – 8.42 pm followed by the Council Meeting

Discussed during the Annual Parish Meeting.

The Chairman thanked the visitor for his attendance.

Council Meeting

16.17 Charity Event – The Watermead Inn – Ruth Mayhew & Kelvin Wong, The Watermead Inn – Event Report

The Clerk reported that the event had been a huge success. The clean up after the event had been faultless and the PC bins had also been emptied. The Clerk to formally congratulate Ruth/Kelvin on the success of the event and request a formal written report.

The Clerk

16.18 To agree the minutes of the Parish Council Meeting held on 21 April 2016

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

16.19 Planning Matters

1.To update on any Planning Applications submitted - **16.19 (1) Planning Matters 18 Kingfisher Update**

Notification has been received that this application will be discussed at the Development Management Committee on 19th May 2016. We have the opportunity to address at the committee with our views on this application. A similar invite is being extended to any others who made representations. Only a few days notice was given for this meeting and the letter does not state it would be pulled from the agenda if the PC did not speak. The Clerk to email the correspondence to Cllr Bond with a view to a meeting being arranged as soon as possible to allow the PC and residents to have their say.

Cllr Schwab
Cllr Severn

2. 16/00552/APP – 3 Kittiwake – Provision of timber decking to front of property – The PC agreed to support the planning application.

3. 13/03534/AOP – Land East of Watermead Update – Communication had been received from the Secretary of State which had been forwarded to Roger Cooling for review on his return from holiday. Cllrs Schwab to also review. Cllr Severn to make contact with Bierton PC.

4. 14/01575/APP – Proposed Crematorium, Riviera Site – The PC were still awaiting a decision on whether or not permission to appeal would be granted. The Land Registry was being checked daily.

16.20 Finance

1. To agree the cheque run for May 2016 - The Clerk had previously circulated the cheque run for May 2016 which was approved. Three additional cheques were approved:

£45 Ian Whittome – grass cutting
£420 BCC – MVAS screw locations
£60 Schwab & Co – Letters

Cheque run	Apr-16		Net		Gross	
Company	Invoice No	Allocation	Amount	VAT	Amount	Cheque
Land Registry	N/A	Land-Title Plans				
British Telecom		WPC Land	£21.00	£0.00	£21.00	2601
Village Hall Line	Q015B9	Village Hall Line	£78.27	£15.65	£93.92	DD
British Telecom - Office Line	Q029Y3	Office Line	£147.17	£29.43	£176.60	DD
Chambers No 5 R. Kimblin	CO/3599/20 15 645617	Legal - Crematorium	£7,500.00	£1,500.00	£9,000.00	2602
British Gas	954105784	Village Hall BALC	£79.36	£3.96	£83.32	2603
BALC Hertfordshire Supplies	Apr-16 H041603950	Subscriptions Village Hall Cleaning Sup. Litter, Sign	£353.95	£0.00	£353.95	2604
ERS Environmental Services North Bucks Parishes Planning Con.	10613, 10612, 10606 & 10611	installations and minor repairs to walkway	£493.50	£98.70	£592.20	2606
Orchard Consulting Burgess Office	N/A	NBPPC Subscription	£20.00	£0.00	£20.00	2607
Equipment Ltd	4016	Internal Audit	£240.00	£0.00	£240.00	2608
	85811	Office Ink	£15.97	£3.19	£19.16	2609

CLC Grounds Maintenance Celebration Management Services	1498 & 1499	Grass & Repairs & Main	£950.00	£0.00	£950.00	2610
G M Hall & Co.	CPF0262	Village Hall Management	£600.00	£0.00	£600.00	2611
M. Jackson	613	PAYE Payroll	£20.00	£0.00	£20.00	2612
N. Shardlow	May-16	Assistant Clerk	£212.00	£0.00	£212.00	2613
HMRC	May-16	The Clerk & Office	£1,436.92	£0.00	£1,436.92	2614
Petty Cash Replacement	Jan 16-May 16	PAYE & NI	£463.58	£0.00	£463.58	2615
Martin Godfrey Electrical Limited	3683	Various inc. legal, printing stationary, hall supplies and meetings	£262.09	£0.00	£262.09	2616
		Village Hall - Rewiring and installation of smoke detectors, heat sensors & new lighting	£667.66	£133.53	£801.19	2617

2. To agree the accounts to end April 2016 - The Clerk had previously circulated the Accounts to end April 2016 which were approved.

3. To confirm the Council have agreed the Annual Governance Statement

– It was confirmed that the Council have agreed the Annual Governance Statement.

4. To confirm the Council have agreed the Accounting Statements - It was confirmed that the Council have agreed the Accounting Statements.

5. To report Annual Internal Auditor Report - The council's internal auditor report had been received and confirmed accounts have been carried out in accordance with compliance and relevant procedures expected.

Annual Return including Statements and Auditor Report

The 2015 Regulations, unlike earlier versions, require that the Annual Governance Statement (part 1 of the Annual Return) is approved before the Accounting Statements (part 2) are approved.

Publicity & Electors' Rights

Following the internal audit (now completed) the unaudited (external audit), but approved and signed, Annual Governance Statement and Accounting Statements must be published on our website along with a statement that the Annual Return as published may be subject to change. Electors' rights to inspect accounting records must also be advertised on our website.

Councils subject to the Transparency Code for Smaller Authorities (under £25,000) must also advertise their Statement of Variances and Bank Reconciliation. These two documents are a requirement by the External Auditors for all Councils, so I feel we may as well upload to our website as well. We will be ready for when all these regulations are applicable to us.

6. Parish Councillor Vacancy update – the Clerk reported that notification had been received on 17 May that there had been no request for an election and the PC could therefore proceed with co-option. The Clerk to produce the

relevant notice for the noticeboards.

7. To adopt the revised Parish Council Communications Policy –
changes were noted and unanimously agreed.

15.21 General Power of Competence

To resolve the Parish Councils criteria for eligibility. The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 –

They are:

1. Resolution.

The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power.

2. 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 example, if the total number of councillors is 8, then two thirds is approx 5.3, then the number of councillors that must be elected is 6.

3. Qualified clerk

At the time the resolution 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.

If the council loses its qualified clerk or has insufficient elected councillors then it must record its ineligibility at the next ‘relevant’ annual meeting of the council. If it has already started an activity it can finish that but not start anything new.

It was confirmed that the Councils meets the criteria for eligibility.

16.22 Councillors’ Reports and Recommendations

1. To update on Land – Clerk’s Report & Full Council

67 Kestrel Way Site Visit Request: Waiting for resident to provide a convenient meet up time with Cllr Rose and Clerk.

Tree works Kestrel Way & Small Lake – Due to nesting birds in these trees works have been delayed

Routine works are progressing well.

£120 to clear the area at The Heron was agreed.

Land between Sandpiper and The Osprey: Still awaiting to hear from Ralph Branston. A chase has been put on again via email.

Adoption of Land – all title deeds have been received for Cllr I Schwab's review.

Cllr I Schwab

There had been a report by a parishioner of dog poisoning locally but there was no record of this with the police.

2 Watermead Piscatorials & EA Site Visit

Cllr Rose and the Clerk had met again with Don Smith and Andy Killingbeck, EA Fisheries Department to discuss theories regarding the lack of fish in the small lake. The EA to make a formal request to Mr Pardis to undertake a survey of fish stocks on the large lake.

3 Dog Control Update

Several of the signs had been stolen even though they had been screwed to posts. There had been a decrease in the amount of dog poo around the small lake but an increase around the large lake.

4 To Update on Allotments

Best Allotments Award –The AGM of the Watermead Gardening Society was held in April 2016. They have agreed to have an annual competition "Best Allotment Award". Prize being a bottle of wine or similar. Peter Smith Chairman requested if the Parish Council donated a prize for first place the Watermead Gardening Society would donate prize for runner up and for Cllr E Rose to be the judge.

Cllr Rose

A walk-in bin had been donated.

Rentals as per normal are successful. Two plots available.

Ditches - A site inspection is still to be carried out by Buckinghamshire County Council who will come back to us in due course with their findings and suggestion of works.

Series of break in to sheds. Affected plot holders to contact Police.

5 To report on Village View

The Summer edition had just gone to print which included various different articles and covered the May Day Fair. Contributions were welcome for future editions.

6 To report on Village Hall

Hall Hire Rates – To comply with the Openness & Transparency Code when introduced for our precept level, the Clerk felt that the rates for Village Hall hire should be placed on our website. This was agreed.

The rear wall to the hall is yet again affected by dampness. This has been reported to Jean Jones of Compton Management. Jean has advised me that we are not the only property affected by this problem. A Surveyor is now scheduled to take a look as they wish to cure this problem before the external decoration works take place. Ongoing.

7 To update on Transport/Highways Issues

The Clerk had been in communication with BCC Cllr Netta Glover to arrange for a transport officer to visit and monitor the bollard issue. The issue of vehicles doing u-turns from Buckingham Park onto Watermead was again

becoming a problem. Cllr Severn offered to undertake a survey and count the number of occurrences.

Cllr Severn

8 To update on MVAS

Enough volunteers had come forward to operate the speedwatch guns in Buckingham Park and Watermead.

9 To update on Website

The Clerk had been updating the website and would add Cllr Rose's recent photos to update the wildlife and walks tab.

The Clerk

16.23 Date of meetings

16 June, 21 July, 18 August, 15 September, 20 October, 17 November, 15 December (Budget)

There being no further business the Chairman closed the meeting at 9.11 pm and thanked people for their attendance.