

## **Annual Watermead Parish Council Meeting**

**Thursday 19 May 2022 at 7.30pm  
Held at the Village Hall, Watermead**

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr I Schwab, Cllr S Mackay,  
BC Cllr Ashley Bond  
Noreen Shardlow (Clerk), Michelle Jackson (Assistant Parish Clerk)  
plus 3 members of the public – Graham Severn, Peter Dean, Linda Dean

**Cllr A Schwab took the Chair**

### **22.01 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**

### **22.02 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.

### **22.03 Apologies**

Cllr M Singleton, Cllr M Morgan, Cllr E Rose

### **22.04 Declarations of Interest**

To declare any personal or prejudicial interests regarding the agenda – Cllr I Schwab – 22.11.1.

### **22.05 To Receive Police Report re Protection of Persons & Property**

No report received.

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

No issues raised.

The Chairman thanked the visitors for their attendance.

## **Council Meeting**

### **22.07 To agree the minutes of the Parish Council Meeting held 21 April 2021**

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

### **22.08 Planning Matters**

#### **1. To update on any Planning Applications submitted**

**21/03659/AOP** - Outline Planning Application with all matters reserved except for landscape for change of use from garden centre to Industrial/Storage Unit – no update.

**17/00771/APP** - Piazza Car Park Proposed Development – no update.

**22/00684/APP 16 The Comfrey – Erection of fencing and construction of permeable hard-standing (Retrospective)**

The Clerk advised that many residents of this area have objected to this retrospective application as this was an open space prior to the fencing being erected. The title deed dated 1989 proves it is their boundary. The height of the fencing was discussed. Cllr Bond advised that if it was a side or back

garden fence panel it could be 6ft high but if it were a front garden it had to be less. A parishioner had expressed her objections in writing to the Parish Council. Cllr Bond advised the PC that no action should be taken as it was not in breach of planning regulations.

## 22.09 Neighbourhood Plan

A meeting had been held with Planning Consultant, Sally Chapman. Cllr I Schwab was undertaking a Masters in Spatial Planning which would be of benefit to putting the Neighbourhood Plan together.

## 21.10 Finance & Administration

1. The payment schedule for May 2022 was agreed.

Payment Schedule		May-22					Payment Method (if Chq provide Number)	Comments
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount			
Mobile Mini	7002435245	R&M Land	£55.20	£11.04	£66.24	BACS		
Ian Whittome	26/04/2022	Grass	£50.00	£0.00	£50.00	BACS		
CLC Grounds Maintenance	2890-2893	Litter, R&M & Grass	£1,828.00	£0.00	£1,828.00	BACS		
Michelle Jackson	May-22	Assistant Clerk	£258.01	£0.00	£258.01	BACS		
Noreen Shardlow	May-22	Clerk & Office/Expenses	£1,751.56	£0.00	£1,751.56	BACS		
HMRC	May-22	PAYE & NI	£539.89	£0.00	£539.89	BACS		
G. M. Hall & Co	May-22	PAYE	£20.00	£0.00	£20.00	BACS		
Village Hall Management	May-22	Hall Management	£600.00	£0.00	£600.00	BACS		
Orchard Consulting	Jun-03	Internal Audit Fee	£250.00	£0.00	£250.00	BACS		
E.ON Electricity	A-CA102F38	Gatehouse Supply	£15.66	£0.78	£16.44	BACS		
Dave Lucas	May-22	Bench Installations, Cleaning & Adhoc	£400.00	£0.00	£400.00	BACS		£200 of invoice has been reclaimed and received from bench applicants
Fusion Business Supplies	INV1110798701	Envelopes	£16.91	£3.38	£20.29	BACS		
Buckinghamshire Council Bins	May-22	Village Hall and Land Bins	£107.60	£0.00	£107.60	DD		
British Gas Business	600026660	Village Hall Gas Supply	£115.09	£5.75	£120.84	DD		
E.ON Electricity	A-7F27D6CF	Bandstand Electricity	£24.23	£1.21	£25.44	DD		
RoSPA Play Safety	62512	Annual Inspection	£77.00	£15.40	£92.40	BACS		
Herts Supplies	CS537598	Village Hall Cleaning Supp.	£51.88	£10.38	£62.26	BACS		
<b>Routine Payments Total</b>			<b>£6,161.03</b>	<b>£47.94</b>	<b>£6,208.97</b>			
<b>Non Routine Payment</b>								
<b>Total</b>			<b>£6,161.03</b>	<b>£47.94</b>	<b>£6,208.97</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 accounts to the end of April 2022 - The Clerk had previously circulated the accounts to the end of April 2022, which were approved.
3. Confirmation of the dates of the period for the exercise of public rights – 13 June - 22 July.
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 followed by 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 signed by the Clerk followed by the Chairman.
6. **Internal Audit Update**  
The Clerk reported that Gus Orchard has now completed our Internal Audit and no internal risks were identified and all control objectives were met.
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.

### **22.11 Councillors' Reports and Recommendations**

#### **1 To update on Land Registry Matters**

Concerns of Waxwing residents was discussed. Cllr I Schwab to arrange a meeting with the senior partner with the Treasury Solicitors to progress the transfer process.

Cllr I Schwab

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

**Crematorium Screening** - Communication had been sent to Cllrs via email which confirmed that the dead trees would be removed and replaced.

**Graffiti Removal** – to be continued once Dave Lucas had obtained more cleaning chemicals.

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

Walkway Brackets D. Lucas

Existing Benches Ground Works D. Lucas

#### **3 Watermead Piscatorials Update**

**Working Group Party** 29<sup>th</sup> May 2022 08.00 / 13.00 – WPC to provide light refreshments at The Watermead Inn.

A vote of thanks was given to the Piscatorials.

#### **4 Large Lake Footways Project Update**

Works to commenced on 6 June. The Clerk advised that as soon as a signed contract was received from Max Mossman, the first stage payment would need to be released. Thanks were given to Cllr A Schwab for his legal assistance.

#### **5 Report received from Roman Park Community Trust**

The Army is still needed and a small number of wonderful volunteers from Watermead open the community store at Roman Park next to Aylesbury Vale Parkway station every week providing families with much-needed food and other items they need. The generous donations made during the pandemic have allowed the food store to continue and it does seem likely that need will increase with increased living costs for all. Thank you to Debbie, Felicity, Kellie-Marie, Julian and everyone who helps. The difference you make to those needing help is incalculable. Roman Park Trust has a simple message 'restoring dignity' and your help does exactly that.

#### **6 To update on Allotments**

Nothing to report.

**7 To report on Village View**

The Summer issue had gone to the printers.

**8 To update on Village Hall**

The Clerk was continuing to pursue Comptons regarding the repair works to the village hall wall.

**9 To update of Transport/Highways & Cyclists**

Cllr Severn reported on the “please share with care” signs which had been purchased for cycle paths in Berryfields. It was agreed to wait until the path was complete and review if any were needed for Watermead.

Cllr Bond to chase BC regarding the claim for a new MVAS and lamp post through insurance.

Cllr Bond

**Hanging Baskets relocation request**

The Clerk had submitted a request to relocate the hanging baskets to the centre of the village due to several having been swung on and damaged at the other end of the spine road. Buckinghamshire Council Street Lighting advised the Clerk that there are no records to say the PC has permission to have hanging baskets on lamp posts and if they come out to survey the new lamps they may also have the other lamp posts surveyed. This would be at a cost of approximately £80 per lamp post. There may also be additional annual costs. It was proposed and agreed to start the baskets from the bridge up to the roundabout.

Crematorium Sign – Westerleigh had requested to Buckinghamshire Council that the signage adjacent to the crematorium be removed. It was proposed and agreed that the sign be removed however be preserved.

**10 Photography Competition/Exhibition**

To be held 17 September 2022.

**11 Jubilee Event**

To be held on 5 June 2022. Event Management Plan and Budget sent to Cllrs.

**12 Watermead Events Committee Film Night**

To be held on 17 September 2022.

**22.12 Date of meetings**

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

There being no further business the Chairman closed the meeting at 8.10pm and thanked people for their attendance.