

Watermead Parish Council Meeting

**Thursday 19 September 2019 at 7.30pm
The Village Hall, Watermead**

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr Singleton, Cllr Rose, Cllr Gent
AVDC Cllr Ashley Bond
Noreen Shardlow (Clerk), Michelle Jackson (Assistant Parish Clerk)
PC Leanne Burns-Bright and PSCO James Andrews
plus 1 member of the public

19.40 Apologies

Cllr Toler, Cllr I Schwab, BCC Cllr Netta Glover

19.41 Declarations of Interest

To declare any personal or prejudicial interests regarding the agenda - none

19.42 To Receive Police Report re Protection of Persons & Property

PC Leanne Burns-Bright reported crime figures for Aylesbury North which covers Berryfields, Buckingham Park, Watermead and Elmhurst. There had been a decrease in burglaries, thefts from vehicles and criminal damage over the past 12 months. There had been an increase in violence but a decrease in non-domestic violence. Police patrols had been increased around Watermead. Road traffic operations to combat antisocial behaviour on roads would be undertaken combined with Aylesbury West, which covered Broadfields. This would include the piazza car park where it had been reported that there were incidents of drug dealing. Registration numbers of vehicles in the piazza car park had been noted and followed up by the PCSO. There had been reports on Facebook regarding criminal activity being caught on CCTV such as car door handles being tried. Information was being given to the police who were then aware of which houses have CCTV, which enabled them to follow up on other crimes.

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

Cllr Bond reported that the Council had agreed an emergency climate plan. The East/West motorway had been opposed and the local plan would have to be amended to reflect this.

Cllr Bond was thanked for his assistance at the planning meeting regarding the planning application for 5 Curlew – proposed two-storey side and rear extension.

The Chairman thanked the visitors for their attendance.

Council Meeting

19.44 To agree the minutes of the Parish Council Meeting held on 18 July 2019

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

19.45 Planning Matters

1. To update on any submitted Planning Applications - none
2. 19/02250/APP – 2 Ayleswater Demolish existing garage and rebuild – the PC had now withdrawn its objections and the application had been approved.
3. 19/01281/APP – 5 Curlew - Proposed two storey side and rear extension – approved.
4. 17/00771/APP - Watermead Village Car Park, Lakeside – Erection of 21 Flats – At time of report we are waiting a committee date.

19.46 Finance & Administration

1. To agree the payment schedule for August & September 2019 - The Clerk had previously circulated the payment schedule for August & September, which was approved. One additional payment of £245 for Dave Lucas was approved

Payment Schedule		Sep-19				Payment Method (if Chq provide Number)
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount	
Mobile Mini	7001369324	R&M Land	£51.60	£10.32	£61.92	BACS
Eagle Graphics	25844	Village View Autumn 2019	£1,822.00	£0.00	£1,822.00	BACS
Rachel Seago	1053	Village View Autumn 2019	£935.00	£0.00	£935.00	BACS
Vale Countryside Volunteers	78	Volunteers Working Day	£150.00	£0.00	£150.00	BACS
British Gas	600026660	Village Hall Gas Supply	£14.78	£0.73	£15.51	BACS
Michelle Jackson	Sep-19	Assistant Clerk	£230.52	£0.00	£230.52	BACS
Noreen Shardlow	Sep-19	Clerk & Office/Expenses	£1,635.50	£0.00	£1,635.50	BACS
HMRC	Sep-19	PAYE & NI	£511.11	£0.00	£511.11	BACS
G. M. Hall & Co	Sep-19	PAYE	£20.00	£0.00	£20.00	BACS
Celebration Management Services	Sep-19	Hall Management	£600.00	£0.00	£600.00	BACS
CLC Grounds Maintenance	2332-2335	Litter, R&M, Allot & Grass	£2,010.00	£0.00	£2,010.00	BACS
Ian Whittome	Aug & Sep 2019	Grass	£90.00	£0.00	£90.00	BACS
Information Commissioner Office	23321511	Data Protection	£40.00	£0.00	£40.00	BACS
			£0.00	£0.00	£0.00	BACS
			£0.00	£0.00	£0.00	
			£0.00	£0.00	£0.00	
			£0.00	£0.00	£0.00	
			£0.00	£0.00	£0.00	
Routine Payments Total			£8,110.51	£11.05	£8,121.56	
Non Routine Payment						
Total			£8,110.51	£11.05	£8,121.56	
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 end August 2019 - The Clerk had previously circulated the Accounts to end August 2019, which were approved.

3. External Audit PKF Littlejohn LLP Report Completion Y/E 31 March 2019

External audit for year ending March 2019 is now complete. On the basis of PKF Littlejohns's review no matters have come to their attention giving cause for concern and all relevant legislative and regulatory requirements have been met. Certificate has been issued (see below).

Other matters not affecting their opinion but wish to draw to our attention were also none.

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Watermead Parish Council - BU0195**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

30/07/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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4. GDPR – Open forum public participation, naming of individuals

Advice received from National Association of Local Councils (NALC) Public participation – naming individuals?

This issue came up recently as a member of the public informed their council of their view that persons speaking at council meetings should be identified in the minutes. NALC legal view is that minutes are not verbatim records of a council meeting. Names are personal data for GDPR purposes and personal data has to be processed lawfully. It is a matter for a council if it chooses whether to name members of the public speaking or refers to them as “a resident” for example. Where councils do choose to identify members of the public, it would be prudent for them to exercise discretion and ask persons intending to speak if they would prefer their names and addresses not to be recorded in the minutes. The same principles would apply to the personal data of members of the public who contact the council in other ways.

Information Commissioners Office Advice

A public authority would not be expected to include:

- Any information, which would be exempt under the Freedom of Information Act (FOIA) or the Environmental Information Regulations (EIR);
- Any personal information, which it would be unfair to disclose or would otherwise breach the Data Protection Act 1998 (DPA);
- Minutes of meetings that fall outside the timeframe indicated in the sector definition documents (the usual requirement is to make available minutes for the current and previous three years);
- Information that it would be impractical or resource-intensive to publish; or
- Lower-level internal meetings, which may be of less general interest to the public.

Advice received from Cllr I. Schwab (reported at July 2019 PC meeting)

Minutes

The minutes are a public record of the decisions of the Council and considerable care should be taken in their format and production. The minutes can be produced in court and other judicial processes as evidence of decisions of the Council, and they form part of the archives of the local authority which require to be preserved.

As with agendas, minutes should be produced in a clear house style with a clear heading containing the status of the meeting, the place and date. It is good practice to indicate the time of commencement and conclusion of the meeting and any adjournments.

Minutes should be numbered consecutively for ease of reference. Some local authorities run minutes consecutively through the municipal year. Each minute should contain a heading clearly indicating what the minute is about, a narrative, where appropriate, that briefly summarises what took place, and the decision.

For many routine items, for example, planning applications, a narrative will not be necessary. The narrative should be in the past tense and should include reference to any written reports submitted. The narrative should be in plain English using full sentences and appropriate grammar. It is not necessary to refer to individual speakers unless this is significant. It may be appropriate to record the fact of an applicant and an objector addressing the Council or committee on a planning application or the clerk or other officer, or perhaps an officer of the district or county council reporting on a matter. The narrative might summarise points raised in debate on a sensitive matter. This can be done by bullet points. Abbreviations should be avoided and acronyms only used after having put the title in full at the first mention. The decision should be separately highlighted for ease of identification and words used to indicate it as a decision, for example;

Resolved
1 that---
2 that---

The wording of the decision should be included in full. It is not normally necessary to indicate in the minutes the name of the member moving and seconding a motion or the fact of a vote being taken. The order of minutes will normally follow the order of the agenda. 18 Declarations of interest must be carefully recorded in the minutes, naming the member, clearly indicating which item the interest referred to, whether the interest is a personal interest or a

personal and prejudicial interest, giving the nature of the interest and, in the case of a personal and prejudicial interest, recording that the member left the meeting during discussion and decision of the item.

For example;

'26 DISCLOSURE OF INTEREST The following disclosures of interest were received: Planning application for conservatory at 12 Smith Road, Firstown Cllr Green disclosed a personal and prejudicial interest as the owner of land adjoining the development site. Cllr Green left the room during the discussion and decision on this matter.'

Where standing orders make provision for the submission by notice of formal written motions to a Council meeting, it is appropriate to record the names of the members proposing and seconding the motion in the minutes. Where standing orders make provision for a recorded vote to be taken, or for a member to require their vote to be recorded in the minutes, the minutes should record the names of members voting for and against the matter or the individual member's vote accordingly. Where standing orders provide for a special procedure (other than routine arrangements) to be followed at a meeting it is generally appropriate to include reference in the minutes to the procedure being followed as evidence to that effect. Decisions of local councils can be set aside by a Court for procedural irregularity. Decisions to exclude the press and public should be fully recorded in the minutes, making it clear which matter or part of it the exclusion applied to.

Minutes production

It may be helpful for the clerk or minute taker to provide a draft of the minutes to the chair of the meeting. This is an opportunity for picking up any mistakes in the content of the minutes and is not to be used by the chair as a means of re-writing the minutes.

It is good practice to produce minutes as quickly as possible after the meeting in order to circulate them to members no later than 10 working days after the meeting. It is acceptable for the minutes to be published (on the website or notice board, or by provision of copies to members of the public), but they do not become valid minutes until their acceptance as a correct record and signing by the chair at the next meeting. Minutes in this form should therefore record on the bottom to the effect,

'Minutes subject to approval at the next meeting'

The signed minutes should be carefully retained by the clerk for the council's archives. It is prudent to retain a separate set of minutes for public inspection and for reference at meetings or other purposes. Published minutes should include at the end the fact of being signed by the chair and date. If changes are made to the minutes by the Council or committee before acceptance and signing, the wording changes should be recorded in the minutes of the meeting making the changes and the original minutes amended to reflect the changes. The copy signed by the chair will contain the alterations recorded in longhand.

We need to be careful, as publishing a name might make us "personal data processor". Although Parish Council are protected under legislation and relevant definitions,:

My advice would be to get express permission before publishing any names for members of public! This is of course, for our protection and their protection.

It was proposed agreed to ask for parishioner's names but not record them in the minutes unless specifically asked to do so by the parishioner.

19.47 Councillors' Reports and Recommendations

1 Crematorium Screening

Copy of email sent 25th July 2019 - *At the March 2019 Parish Council Meeting Mr Morgan of Kingfisher requested would the Parish Council if possible meet with Westerleigh Crematoria to discuss appropriate planting in both the short and long term. It was agreed that we would pursue this enquiry.*

Our two main objectives are to shield the view of the Crematorium site from any public/residential views and furthermore the bridge and the car park remain a concern as the hearses and mourners are clearly visible to all residential properties as well as all users of the public walks and meadows.

Alan Josè, Ambassador for Westerleigh & Robin Gurton-Vernieux made a visit to Watermead and would like the Parish Council to identify the areas they would like to see screened. Alan Josè has suggested a meeting for September / October time with the Parish Council to discuss further.

Large scales plans have been circulated ready for discussion at the September 2019 meeting. It was agreed that Cllrs should undertake a site visit and mark out the areas for screening. Contact to be made with Natural England regarding grant funding.

All Cllrs
The Clerk

Vegetation on Small Lake

Many Guillemot residents were happy with the works. Some stumps have had to be left otherwise the lake bank would have collapsed. One complaint had been received from a resident who did not live in the flats.

Walkway Brackets Installation

Waiting confirmed installation date.

Replacement Dog Waste Bin

Marcus Young advised he would send the dog waste bin and for our contractor to install. A follow up email has been sent to Marcus Young Landscapes. To date no response has been received.

River Thame Trust Update

Update report received February 2019: Before moving forward with suggestions for improvement works on the river at Watermead I think it is key that we first establish the water depth at low flows. If the water is shallow we could think about running a work party to add in some woody material to the channel to increase the habitat and flow diversity. However if water is going to be above thigh high we wouldn't be able to do this safely with volunteers. I'll plan to visit later in the year to establish the depth and then we can move forward from there.

Culvert

Cllr Rose reported that the culvert between Sandpiper and The Osprey had become increasingly clogged. Recently it has become quite smelly and there is also a partly stripped carcass of a swan there. It was proposed and agreed to contact the Environmental Health Officer of AVDC.

The Clerk

2 Vale Countryside Volunteers Working Day

Two Watermead residents joined VCV and Cllr Rose to clear overgrown areas to the NE of large lake. It was proposed and agreed to pay £150 next year. The wildflower-seeding day organised by BBOWT to take place on 5 October.

3 Fitness Group Land Request

A land use request has been received from a Watermead Resident. Mr Allen has requested use of the Balloon Meadow two mornings a week. Anticipated numbers would be a maximum of ten people and Mr Allen is seeking to run the 45-minute classes twice a week on a Wednesday and Friday morning, starting approximately 9:30am. Types of equipment used will include kettle bells, mats, and markers, they

are all small pieces of equipment and Mr Allen has advised in writing this will not cause any damage to the grass areas.

Mr Allen is a qualified, Personal Trainer and Gym Instructor, First Aid Certified and holds Public Liability Insurance.

It was agreed to allow permission subject to the ground conditions being useable without damage over the Winter months.

4 Balloon Meadow BBQ Provision Update

It was agreed to start the rental from Easter/April 2020 for £676 for 26 weeks with the option of purchasing for £600 thereafter.

5 Devolved Services Buckingham County Council

The current devolution agreement period comes to an end on 31st March 2020 (as per the one year extension agreed last year). The Shadow Executive for Buckinghamshire Council recently agreed to an extension of funding for all existing highways devolution agreements for up to a maximum of two years to 31st March 2022. For more information on this, including a webcast of the meeting, please click [here](#).

Devolution and localism are key priorities for the future Buckinghamshire Council. The extension of two years was agreed in order to provide local councils with the certainty they need in continuing to deliver services whilst the new devolution/localism offer for the future is being developed.

The details of this extension are as follows:

- The offer is to extend the budget (and therefore the duration) of all existing Devolved Service Agreements for a maximum of two years up until 31st March 2022.
- The budget offered to all Local Councils will remain the same and individual annual payments will not change.
- The terms of these agreements will remain the same, including the inclusion of a 6-month break clause, which can be triggered by either party.

The services in scope remain the same as we currently deliver:

- Urban grass cutting
- Siding out
- Hedging
- Rights of way clearance
- Weed killing - specific itemised weeds on footways
- Maintenance e.g. checking for obstructions, minor street furniture repairs & cleaning, removal of fly posters, approval of charity event advertising

We are required to notify Buckinghamshire County Council as soon as possible with regards to our intentions and in order to ensure delivery of a continuous service BCC require our formal expressions of interest by no later than 31st October 2019.

These agreements will become live on 1st April 2020 and the contractual agreement will be between WPC and Buckinghamshire Council rather than Buckinghamshire County Council).

The PC unanimously agreed to continue delivering devolved services. The Clerk to provide indication to Buckinghamshire County Council that the PC will continue.

6 Watermead Events Committee

The Movie Night had been a success and the field had been cleared of litter promptly. An estimated £800 profit had been made. The Events Committee intended to hold another similar event.

- 7 Communication received from Compton Management**
It was unanimously agreed that the Clerk should respond on behalf of the PC advising that it was unable to offer any part of its very limited public funds.
- 8 To update on Allotments**
The Clerk reported that all was going well and that a date for the next meeting was awaited.
- 9 To report on Village View**
Cllr Singleton reported that the Autumn issue had been a bumper issue with extra pages to include Cllr Toler's Friars Club article. The next issue would be distributed the last week of November in time for the Christmas Fair. The editorial meeting would be taking place on 13 October and the deadline for submissions was 26 October.
- 10 To update on Village Hall**
Watermead Village Hall – New Flooring – This project has received a £4,000 grant from Aylesbury Vale District Council's New Homes Bonus Funding Scheme. For more information about grants available, please call the Grants Officer, Jan Roffe on 01296 585186 or email jroffe@aylesburyvaledc.gov.uk Work would hopefully be done during the October half term break. The next funding application would be made for the Gent's toilets.
- 11 To update on Transport & MVAS
Proposed Toucan Crossing and Cycle Path**
- ** AWAITING UPDATE **** As reported at the January 2018 Parish Council a meeting was arranged with Paul Ahluwalia, Traffic Signal Engineer of Buckinghamshire County Council, Cllr Severn, Cllr Rose and the Clerk. The meeting was arranged for Buckinghamshire County Council to provide an outline of what the above-mentioned scheme entails.
- Paul advised that at present the remit is to provide a costing to install a Toucan crossing at the point where the Pegasus (horse crossing) crossing was initially proposed on the A413. This was part of the original planning agreement for the Buckingham Park development opposite Watermead. To accompany the crossing, a formal cycle-path is proposed to provide an adequate and usable amenity for those wishing to use the crossing. This element will require extensive (7m) cutting back of the verge-line to allow construction of a cycle-path. Only when a costing has been provided and funding addressed (believe the whole project will be over budget), will a final decision be made on whether to proceed with construction.
- The Parish Council provided Paul with the necessary maps and advised that they believe the Parish Council owns the land in question.
- The next steps are for Paul to commission a topographical survey and make Land Registry enquiries to determine land ownership. Upon results of this Paul will make contact with us.
- 12 To update on Highways**
Concerns had been received regarding the issue of inconsiderate parking around Watermead. It was agreed to include an article in the next issue of the Village View. It was reported that residents could apply to Bucks to have a white line painted on the road outside their property at a cost of £100 although not enforceable, was a deterrent.
- 13 Photography Exhibition/Competition**
Richard Landy would be judging the photography competition on Saturday 21 September.
- 14 Christmas Events**
The craft stalls at the Christmas Fair had all sold out. Cllr Singleton and the Clerk to

organise the band for the Carol Concert.

19.48 Date of meetings

17 October, 21 November, 19 December.

On behalf of the PC, Cllr Schwab offered its sympathy and condolences to the Chair on the passing of her father.

There being no further business the Chairman closed the meeting at 21.05pm and thanked people for their attendance.