

Watermead Parish Council Meeting

Thursday 20 April 2023 at 7.30pm
Held at the Village Hall, Watermead

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr I Schwab, Cllr M Singleton, Cllr A Bond
Noreen Shardlow (Clerk), Michelle Jackson
plus 2 members of the public – John Brookes, Peter Dean

22.84 Apologies

Cllr M Morgan, Cllr D Forder, Cllr Bond may be late

Cllr Forder was congratulated on his recent marriage.

22.85 Declarations of Interest

To declare any personal or prejudicial interests regarding the agenda – Cllr I Schwab on any items relating to Land Registry or Legal and Cllr Bond on any items relating to Planning, the Community Board or Buckinghamshire Council.

22.86 To Receive Police Report re Protection of Persons & Property

Our Local Neighbourhood Policing Team now intends to attend Parish Council meetings. We are scheduled for attendance May/July 2023 meeting.

An action was agreed at the March 2023 Meeting of the Parish Council to hold a meeting with our local Neighbourhood Policing Team. A meeting was arranged with PC Dionne Edwards & PC Jake Bye. Also in attendance were Buckinghamshire Cllrs, members of the Parish Council and residents of Watermead.

This meeting confirmed that the Police are only aware of homeless people being housed in the hotel. The Police confirmed that they have been called to the Hotel, but these incidents were isolated and would not have affected the wider area. The Police listened to the concerns received and confirmed that more patrols would be made and requested that all incidents/concerns are reported to Police by phoning 101 or 999 in the case of emergency, so the police have all the information.

Since this meeting PC Dionne Edwards has been sending regular updates of their patrols to Watermead.

An action was agreed at the March 2023 Meeting to source quotations for CCTV. The Chairman reported that it would be between £8-12k for a pole with CCTV, monitoring and ANPR. There is CCTV on the junction of Watermead which would pick up any activity around the hotel area.

Not a single crime reported nor have the police attended for any issues. Police do visit frequently on business assisting the homeless people staying there. All concerns were allayed.

Plain clothes patrols were also being undertaken for the reported drug problems.

The "Have Your Say" due to be held the previous day was interrupted due to the car accident which had taken place along the spine road by the bollards.

It was agreed that the Clerk and Cllr Bond should contact Zoe Ford at Highways and request the bollards and lamp post be replaced. The Clerk will also ask again about all the other matters outstanding, including the missing column and MVAS.

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

John Brookes suggested that the EA could be held responsible for the flooding of the River Thames into the large lake and that the PC may be entitled to compensation/assistance in funding a new bridge.

CLr Bond arrived

Peter Dean commented that Watermead had lost its “wow” factor and that a new bridge may be an opportunity to have something a little more elegant.

Peter requested some lighting along the Aqua Way path which runs between Watermeadow and Cleveland Park. The Clerk to add to the list of actions for Buckinghamshire Council.

The Clerk

The Chairman thanked the visitors for their attendance.

Council Meeting

22.88 To agree the Minutes of the Parish Council Meeting held 16 March 2023

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

22.89 Planning Matters

(1) **To update on any Planning Applications submitted** – No update on existing applications. The PC had resubmitted its objections to the Football Stadium application.

(2) 23/00910/APP 15 Chaffinch – Single storey front, side, and rear extension – Plans circulated via email. The PC had No objections to the planning application.

22.90 Finance & Administration

1. To agree the payment schedule for April 2023

Payment Schedule		Apr-23		Payment Method (if Chq provide Number)		Comments
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount	
Mobile Mini	7002830317	R&M Land	£58.60	£11.72	£70.32	BACS
Ian Whittome	Apr-23	Grass	£50.00	£0.00	£50.00	BACS
CLC Grounds Maintenance	3045-3047	Litter, R&M & Grass	£1,885.00	£0.00	£1,885.00	BACS
Michelle Jackson	Apr-23	Assistant Clerk	£278.60	£0.00	£278.60	BACS
Noreen Shardlow	Apr-23	Clerk & Office/Expenses	£1,822.29	£0.00	£1,822.29	BACS
HMRC	Apr-23	PAYE & NI	£593.69	£0.00	£593.69	BACS
G. M. Hall & Co	Apr-23	PAYE	£20.00	£0.00	£20.00	BACS
Village Hall Management	Apr-23	Hall Management	£600.00	£0.00	£600.00	BACS
BMKALC	4681	Subscriptions	£360.53	£0.00	£360.53	BACS
North Bucks Parish Planning Co	2023-2024	Subscriptions	£20.00	£0.00	£20.00	BACS
Buckinghamshire Council Bins	611855	Village Hall and Land Bins	£66.82	£0.00	£66.82	DD
D. Lucas	Apr-23	Land R & M	£0.00	£0.00	£0.00	BACS
E.ON Next Electricity	A-CA102F38	Gatehouse March 2023	£52.56	£2.63	£55.19	BACS
Castle Water	8701809	Water Supply Allotments	£126.44	£25.29	£151.73	BACS
Community Impact Bucks	5885	Village Hall Membership	£54.17	£10.83	£65.00	BACS
The National Allotment Association	53651A	Allotment Subscription	£55.00	£11.00	£66.00	BACS
Groundwork UK Neighbourhood	NPG-13238	Refund of unused grant	£107.78	£0.00	£107.78	BACS
			£0.00	£0.00	£0.00	
Routine Payments Total			£6,151.48	£61.47	£6,212.95	
Non Routine Payment						
Compton Insurance Services Ltd	Apr-23	Insurance Contribution	£1,516.67	£0.00	£1,516.67	BACS
Total			£7,668.15	£61.47	£7,729.62	
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:			

One further payment of £375 for Dave Lucas ad hoc jobs was agreed.

The pension statement had been circulated which was approved.

At the December budget meeting the PC agreed an uplift in CLC Grounds Maintenance which had been applied from April.

1. To agree the March 2023 accounts/year end 2022-2023 accounts – approved.
2. Year End Process – Clerk update

Year End Process and update

To confirm all documentation for Year End 2022-2023 is now with our Internal Auditor Gus Orchard.

Our AGAR will be an agenda item for our May 2023 Parish Council Meeting. The suggested dates of the period for the exercise of public rights have been provided by our External Auditors, PKF Littlejohn. Monday 5th June 2023 – Friday 14th July 2023 – agreed.

Preparation for our AGAR

Upon receipt of our internal audit, I will prepare the Annual Governance & Accounting Statements to reflect the requirement as we did not obtain three quotations for an order of works during this financial period.

Since the financial regulations were not followed in respect of the Platinum Jubilee contract for the reasons previously explained, the Council should consider responding 'No' to Assertion 2 for non-compliance with the 1.14 mandatory requirement.

1.14 Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.

The Council to include a retrospective ratification of the decision to award the contract without following the financial regulations at its next meeting (in line with Financial Regulation 11.c).

Then for our AGAR completion we respond "No" for the reasons stated in 1.14. Upon publication of the AGAR, we would publish a statement alongside the AGAR as to why we are stating "No".

It was proposed and agreed to make a formal resolution to appoint Phil Gomm/Mayhem Productions as Event Manager for the Queen's Platinum Jubilee. The PC did not adhere to their own Standing Orders and Financial Regulations. This was due to the extenuating circumstances.

This was unanimously approved. Cllr Bond abstained from voting.

3. Process to renew the following Parish Council Policies:

- Standing Orders (including Risk Assessment)
- Financial & Procurement Regulations
- Communications Policy
- Asset Register
- Memorial Policy

All Policies to be sent following the April 2023 PC Meeting for all to review.
We will renew at the May 2023 Annual Parish Council Meeting.

22.91 Neighbourhood Plan and Open Day

The Clerk & Peter Dean reported the draft Neighbourhood Plan had been received from Sally Chapman and circulated to all Cllrs. This is subject to amendments and additional text. A Green Space Assessment for green space on Watermead had been undertaken which needed to be scored on land value by Cllrs. Once the final document was ready public consultation would be needed and a discussion on how this information would be disseminated. Next steps to engage with Cllr Morgan & Sally Chapman. It was hoped to have the first draft ready by the Autumn.

Cllr Singleton to ask Cllr Morgan to write an update for the next edition of the Village View.

Cllr Singleton/
Cllr Morgan

Peter Dean suggested for engagement of the Draft Plan (when ready) to be made at the Watermead Lunch Club.

22.92 Reports, Requests and Recommendations Received

1 To update on Land Registry Matters

It was proposed and unanimously agreed to pay the survey fee to the Crown's Solicitor of £1,795 to proceed with the land transfer. Cllr I Schwab abstained from voting. It was agreed to attach a copy of the PC's letter stating that the land has no value, a copy of Susan Kitchen's letter confirming this and the land assessment, together with a copy of the Section 52 for Carter Jonas to review.

2 To update on Land & Routine Land Work

Second Bridge & Watermead Small Lake Walkway

Following the March 2023 Parish Council Meeting Cllr Singleton & I met with Michael Comley of Maydencroft and I am pleased to update as follows.

The main reason for the visit was to seek expert advice as to what and how we can combat the challenges we are facing with the dip located at the "Robin" bench area. Michael confirmed that the plans received from Focuss Construction would not be accepted by the EA due to the proximity of the River Thame, within the 8 meters. Michael may have a method but is now seeking clarification from guidelines and the Environment Agency. Michael has suggested placing a bridge just outside the 8m restricted area. This would leave the natural pathway and dip in situ and a bridge being installed at the highest point but nearer to the lake. I have marked up the below image to show to you what I believe to be his suggestion.

Michael is very hopeful that he will be able to produce some suggestions in time for our next meeting and will also be providing repair solutions for the walkway in front of the Nursing Home.

<http://www.maydencroft.co.uk>

At time of producing report, we are waiting advice from Maydencroft.



Costings and design ideas from boardwalk/bridge were circulated to Cllrs just prior to the meeting. Awaiting EA and Technical/Survey costings.

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).

Existing Litter Bins – Replacement bin liners now arrived and installation is imminent.

Watermead Crematorium Planting Scheme

As an update on the planting, during the past two days the following work has been completed:

Planted 3 dead Hazel on the bank between chapel window and lake to replace shrubs that had died.
Added 2 Viburnum opulus and 6 Rosa rugosa to bank between chapel and lake.
Added 1 Hazel and 1 Viburnum opulus to bank by bridge.
Planted bridge with 4 Ivy and 2 Honeysuckle. Over time these will soften the bridge and provide great nesting habitat.
Planted 1 Field Maple lakeside.
Planted 1 Weeping Willow lakeside – near shipping container.
Replaced 15 dead Hornbeam in the lakeside hedge – near shipping container.
Staked, mulched and added guarding to multiple trees.

The benefits of this work will be seen over the coming months and years.

3 To Update on Allotments

Watermead Garden Society had held their General Meeting over Easter and asked if they could plant saplings along the highway side of the boundary. This would be at no cost to the PC. The Clerk to send them a link to possible sources of grant funding as part of the King's Coronation.

The committee have asked if there was anything that could be done to improve the roadways at the allotments. The Clerk to discuss ideas with the group and report back to the PC. Community grant funding may be available from National Allotment Association.

4 To Report on Village View

Cllr Singleton reported that the deadline for the Summer issue was the end of next week. The edition would be published early in time for the Larks by the Lake event.

5 To update on Village Hall

The Clerk to make contact with Compton's to discuss redecoration of the hall during the holiday season.

The Clerk

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

A request has been made for the scope of works that they have recently carried (as advised by Joseph Irwin. I attach below a copy communication that I was sent of the works needed (copy provided recently by Joseph Irwin).

I refer to your email of 15th July. The problem with rainwater leaking into the nursery accommodation at ground floor level, is the result of the build-up of rainwater levels on the balcony of the flat above the nursery. The asphalt balcony has been overlaid with pre-cast concrete slabs and there would seem to be only one rainwater outlet through the parapet at the side of the balcony. I have lifted a number of slabs with Kieron (contractor for ACC Facilities Management) and we found the build-up of silt on the asphalt, to have got to a point which is obstructing the flow of rainwater from the balcony. At the time of inspection (probably about 12 months ago), the outlet to the balcony was also noted to be partly blocked.

Arrangements need to be put in hand for the balcony to be washed clear and clean. The only way to achieve this would be to lift the precast concrete slabs. This may have to be done in two halves. It would probably not prove to be practical to lift the slabs down to ground level and then lift them back onto the roof. Nor would it be practical to stack the slabs to one side of the balcony as this may overload the building structure. I therefore recommend as follows.

To arrange for the removal of all leaseholders' furnishings and equipment from the balcony to leave clear open plan space.

To lift one half of the precast concrete balcony concrete slab and set aside.

To wash clear and clean the exposed asphalt balcony. Remove silt and weeds, etc.

To reinstate the concrete slabs upon the cleaned asphalt surface.

Lift and set aside the remaining concrete slabs and to continue cleaning the balcony roof until the whole area has been fully and properly cleaned. Include for cleaning out of rainwater outlet(s).

Include for the jet washing and cleaning of the precast concrete slabs individually before re-setting into position.

Include for all labour and materials required to carry out the works. This should include for two operatives minimum and pressure jet washing equipment. Water supply and electricity to be provided by leaseholder for the flat.

6 To update on Transport/Highways & CCTV Request

Cllr Bond to discuss with the Highways Inspector about the lamp post and also the pedestrian refuge which had been damaged the previous day and was dangerous when dark.

Cllr Bond

7 Florence Nightingale Hospital Walk of Light & Open Gardens

Florence Nightingale event to take place on Saturday 24 June and the Open Gardens to take place on 9 July.

8 Larks by the Lake Spring Event Watermead Events Committee
All documentation prepared and finalised and sent to Buckinghamshire Council.

22.93 Date of meetings
18 May 2023 and APM, 15 June 2023, 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 8.43pm and thanked people for their attendance.