

Watermead Parish Council Meeting

**Thursday 20 August 2020 at 7.30pm
Via Video Conferencing**

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr Singleton, Cllr I Schwab, Cllr Rose, Cllr Toler, Cllr Dean
AVDC Cllr Ashley Bond, BC Cllr Netta Glover
Noreen Shardlow (Clerk), Michelle Jackson (Assistant Parish Clerk)
plus 3 members of the public

20.30 Apologies
None.

20.31 Parish Councillor Vacancy
It was formally agreed to co-opt Mr Peter Dean. Declaration of Acceptance of Office and Disclosable Pecuniary Interests were received.

20.32 Declarations of Interest
To declare any personal or prejudicial interests regarding the agenda – none

20.33 To Receive Police Report re Protection of Persons & Property
No police report received.

20.34 Open Forum for Parishioners at 7.40pm – 8.10pm followed by the Council Meeting
Cllr Glover had emailed her report which had been circulated to Cllrs.
No issues were raised by parishioners.

The Chairman thanked the visitors for their attendance.

Council Meeting

20.35 To agree the minutes of the Parish Council Meeting held on 16 July 2020
The Minutes were agreed and signed as a true record of the meeting. It was proposed and agreed that the Clerk should sign on behalf of the PC.

20.36 Planning Matters

1. To update on any Planning Applications submitted – none received.
2. 20/02541/APP 3 Fulmar Place, Watermeadow HP19 0GL – Conversion of garage to ancillary living space – the PC agreed not to comment on the planning application.
3. 20/02599/APP Dove House, Dove Place HP19 0GD – Replacement of roof from fibre cement slate to single ply roof covering – the PC agreed not to comment on the planning application.

20.37 Finance & Administration

1. To agree the payment schedule for August 2020 - The Clerk had previously circulated the payment schedule which was approved. A payment to CLC Grounds Maintenance was approved for £2,096 which included routine grass cutting, routine & maintenance, grass cuts at the allotments and collection of litter. A payment to Cygnets for furniture of £2,276 was also agreed.

Payment Schedule		Aug-20			Payment Method (if Chq provide Number)
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount
Mobile Mini	7001717139	R&M Land	£51.60	£10.32	£61.92 BACS
Buckinghamshire Council	Village Hall Bin	Village Hall	£32.90	£0.00	£32.90 BACS
Ian Whittome	July & August 2020	Grass	£90.00	£0.00	£90.00 BACS
Compton Property Management	CPM/ALSPCO	Voluntary Service Charge 5% Litter, R&M, Grass &	£2,667.00	£0.00	£2,667.00 BACS
CLC Grounds Maintenance	Awaiting Invoices	Allotment Cut	£0.00	£0.00	£0.00 BACS
Michelle Jackson	Aug-20	Assistant Clerk	£230.52	£0.00	£230.52 BACS
Noreen Shardlow	Aug-20	Clerk & Office/Expenses	£1,613.51	£0.00	£1,613.51 BACS
HMRC	Aug-20	PAYE & NI	£500.35	£0.00	£500.35 BACS
G. M. Hall & Co	Aug-20	PAYE	£20.00	£0.00	£20.00 BACS
Celebration Management	Aug-20	Hall Management	£600.00	£0.00	£600.00 BACS
Greg O' Callaghan	2987	Tree work at Kestrel Way	£400.00	£80.00	£480.00 BACS
RTM Landscapes	2404	Wildflower Meadow	£400.00	£80.00	£480.00 BACS
D. J. Lucas	20082020	Litter & R&M	£370.00	£0.00	£370.00 BACS
E.ON	0114 6959 5940	Land Electricity	£9.01	£0.45	£9.46 BACS
E.ON	0107 5098 3470	Watermead Village Hall	£221.89	£11.09	£232.98 BACS
E.ON	0135 1946 4970	The Gatehouse	£47.70	£2.39	£50.09 BACS
British Gas	600026660	Watermead Village Hall	£36.29	£1.81	£38.10 BACS
			£0.00	£0.00	£0.00 BACS
<u>Routine Payments Total</u>			<u>£7,290.77</u>	<u>£186.06</u>	<u>£7,476.83</u>
<u>Non Routine Payment</u>			£0.00	£0.00	£0.00
Total			<u>£7,290.77</u>	<u>£186.06</u>	<u>£7,476.83</u>
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: _____		

- To agree the accounts to the end of July 2020 - The Clerk had previously circulated the accounts to the end of June 2020, which were approved.
- Co-option Vacancy (Mr. Phil Toler) – The Clerk advised that a notice of vacancy had been placed on the noticeboards. The closing date was 27 August 2020. Georgina had attended the previous meeting expressing an interest in the vacancy and it had been agreed to offer her the opportunity to be an adjunct member. The Chairman, Clerk and Georgina had met (virtually) and Georgina's report and ideas were awaited.

20.38 Councillors' Reports and Recommendations

1 To update on Land and Routine Land Work Tree Survey

The Chair reported that a tree survey was currently being undertaken in Berryfields by RTM Landscapes and it was proposed and agreed to request a similar tree survey be undertaken in Watermead in order to obtain an estimate of costs regarding works needed.

Cllr Singleton expressed concern regarding a tree bordering the balloon meadow. The tree is leaning on another and could fall over the path.

Report on Watermead Villas – Various Parcels of Land

January 2017 a communication was received by the Parish Council from Spratt Endicott Solicitors, who were instructed by Mr Robert Clark, a director of Watermead Villas Limited (now dissolved) and the Brown family who own land to the East of Watermead. Their communication to us was to advise that they have approached The Crown Estate with a view to their client acquiring various pieces of land in Watermead and in turn, if the application were to be successful, their client would transfer certain parcels of the land to the Parish Council. The Parish Council discussed this matter at the January & February 2017 meeting and unanimously agreed to proceed as the only cost that the Parish Council would be the Land Registry fee in the region of £75 plus VAT. No further communications were received. An enquiry from the owner of 85 Kestrel Way was received 20th July 2020. The resident expressed concern with regard to the trees/vegetation running along the side of their property and that the roots of the tree are causing problems to their driveway. I arranged to visit the property on the 22nd July 2020. On arrival it was clearly evident the trees/vegetation that they were referring to. Upon my return I informed the owners that the area in question was not the responsibility of the Parish Council and I would start making enquiries to determine who is responsible. As always my first point of contact is Buckinghamshire Council. They have a very useful mapping system and we can check if any land is owned and/or maintained by the Local Authority. My search concluded that the land was privately owned. This led me to carry out a further search with Land Registry who confirmed that the area of land is owned by Watermead Villas Limited and this area is one of the parcels as per letter from Spratt Endicott. Since we received this communication and sent our reply it would appear that no further progress has been made on the areas of land in question. As per my email sent to you, 27th July 2020, I made contact with Spratt Endicott, firstly to advise about the trees/vegetation issue at 85 Kestrel Way and secondly to ask for an update about the land transfers. A response was received from Andrew Woods, Director, Spratt Endicott to advise, the whole transaction was becoming far too complicated and their client decided not to proceed with the Transfer. He further advised that Watermead Villas Limited was dissolved some years ago and so the land now vests in the Crown, "bona vacantia". On behalf of his clients they were seeking to acquire the land from the Crown and in turn the land would have been transferred to the Parish Council and suggested it may well be that we wish to take up matters with the Crown to establish whether they would be prepared to transfer the land from one public body to another. To be discussed at the August 2020 Parish Council meeting

It was proposed and agreed to contact the Crown about the 3 parcels of land. Cllr I Schwab to look into.

Cllr I Schwab

Report on Small Lake Vegetation – Guillemot Court - Works Requested – To be considered at the August 2020 Parish Council Meeting

Remove Lake Vegetation

To remove the roots would cause too much damage to the lake bed/bank. To consider cutting back the vegetation to the ground/bank level.

Willows Trees

Height of Trees

Concern over the height of the trees in front of Guillemot has been received from three residents (via email to the Office).

Vegetation next to Tree (end of walkway in front of Nursing Home opposite end to Guillemot Flats)

This has been partly removed by a resident. Their point was that if a willow continues to grow there it will affect the lovely fir tree which is already established. The remainder of the willow remains and still needs to be removed.

Vegetation/Shrubs to be cut much lower in the autumn

To be considered at the August 2020 Parish Council meeting.

It was unanimously agreed to obtain a professional survey of all the vegetation. Cllr Singleton to advise the residents of RTM Landscapes' survey and the imminent report from Environments for People.

Cllr Singleton

Oak Tree Broken Branches

A report was received this afternoon about the Oak tree. The branches are not overhanging the footpath but are scheduled for removal tomorrow morning.

Field Access Points

Cllr Dean expressed concern regarding field gateway in Kestrel Way which has potential for traveller invasion. The gateway used to be locked but fence panels were broken either side and gates have since been left unlocked. It was proposed working with farmer to have restricted access. Three options were: a padlock with a code known to residents; when the fence is repaired leave 2 ft gap for pedestrians to access but not trail bikes etc; a kissing gate allowing dogs and pedestrians access. Cllr Severn reported that the Ramblers Association run a scheme to sponsor a kissing gate. The Clerk/Cllr Severn to speak to the landowner. The Chair reported that Ripple will install a gate for free if the gate is sponsored at a cost of £250.

The Clerk
Cllr Severn

Litter & Land Usage, including outdoor Gyms & BBQ

It was proposed and agreed not to renew the BBQ contract the following year as the barbeque was not being used as had been intended.

Dog Bin Request

16th August 2020 Cllr Singleton reported one morning recently a resident who lives in a house bordering the field to the east of Watermead saw a man throw his dog poo in the bag into her hedge. She was rather shocked but didn't have time to catch him to say anything at the time. The following day it happened again and she then ran to her window and shouted at the man. He said he thought it was the farmer's hedge! The homeowner explained that it was their hedge and, anyway, he should be disposing his dog poo in one of the many bins provided by the Parish Council.

A few days later she saw a couple, who also live in a house bordering the field, walking their dog and they also picked up the dog poo and then threw the bag into her hedge. On this occasion the homeowner's husband ran round to apprehend the couple and told them not to throw the dog poo into their property. The woman responded by saying there were no bins nearby. There were 10 filled dog poo bags found in the hedge which is not only extremely unpleasant but they also attract flies and emit a horrible smell particularly in the hot weather. There are plenty of dog poo bins provided within Watermead that are not far from any property. Mary also advised that that lady would be emailing me to report the matter and also to request that a dog bin is provided in the walkway between Ayleswater and field.

Emailed received 17th August 2020 from Resident

We have a problem with people throwing their dog poo into our hedge. Both my husband and I have challenged 2 people who we have caught throwing their dogs poo into our hedge.

Both people live on Watermead and have dogs. One lives not far from our house on the field next to Willow Herb.

When challenged, we have been told there is no poo bin on the footpath to the field (between Hamid's house through to the field) and it's a hedge where do you want us to put it?

Not in our hedge please!

At the weekend we pulled 10 bags of dog poo bags from our hedge. It's taken us 14 years to grow our hedge mainly to stop flooding and for the wildlife.

Please could you bring the subject of a poo bin being placed on the footpath to the field at the next Parish Council meeting?

The Clerk to contact Rights of Way Department to see if it would be possible to install a dog poo bin.

Small Lake Fallen Trees

Works have now commenced by the approved contractor Patrick Kernan. At the time of report Patrick is awaiting delivery of sufficient waders to complete works.

Newly Designated Wildflower Meadow

The required cut and collect of the meadow has now been carried out by RTM Landscapes.

Crematorium Screening

July 2020 – The Parish Council reviewed and agreed new locations for potential planting. Copies to be sent to Alan Jose.

Alan Jose has been advised of BBOWT's concerns and advised to cease any further planting until we advise of an alternative location.

Revised plan sent to Cllrs.

12th June 2020 - Whilst on site with Marcus Militello it was noted that some Willow Trees have been planted along the bank of the river. This was not carried out by BBOWT. To be discussed.

Cllr Severn and the Clerk met with Alan Jòse, Westerleigh Ambassador and Marian Webb, recently appointed Regional Manager of Westerleigh on Thursday 23rd January 2020. The agreed proposed planting plans were provided to Westerleigh who have agreed to pass these onto their landscape/grounds team for possible inclusion. We are awaiting a response from Alan Jòse to advise and for a further meeting to take place. Delayed due to COVID-19 restrictions.

At the November 2019 Parish Council meeting a draft proposed planting plan was circulated and agreed. A meeting between the Parish Council and Alan Jose of Westerleigh has been arranged for later in the month.

Walkway Brackets Installation - Waiting a confirmed date from D. Lucas.

2 Vale Countryside Volunteers (VCV) Update

Cllr Rose reported that a survey had been undertaken on the other side of the lake for the works scheduled for 9/16 September. It was proposed to cut a path through the woodland into the field by the crematorium. All of the work proposed would take 2 visits and it was therefore proposed adding an additional date in October to open up the piece of land next to the crematorium.

**3 Large Lake Footways Report & Small Lake Walk/Erosion Update
Environments For People Site Visit**

The Clerk confirmed that she, Cllr Singleton and Cllr Dean had met with Hugh from Environments For People on site today and Hugh would put his report on both the large and small lake in writing. The Clerk to forward the report once received.

The Clerk

4 Large Lake Tree(s) Request received from Hamid Pardis

Communication as circulated to all was sent to Hamid Pardis and to date no response has been received. July 2020 concern was expressed about the vegetation that had become very overgrown and covering the path leading towards Osprey Walk. Contact was made with Hamid Pardis who confirmed he owned this area and when we requested the cut back he advised he was not responsible for the vegetation overhanging the path.

In the past the Parish Council have carried out the cut back of this vegetation and our grounds team have confirmed that to cut this back from the pathway would cost £120.00. It was proposed and agreed to proceed with cutting back.

5 Watermead Volunteer Army & The Watermead Inn COVID-19 Scheme

Cllr Severn reported that the volunteer army now has a fridge/freezer and a fridge. There was an increasing need for donations every week.

6 To update on Allotments

The Clerk reported that 52 plots had been let, 4 new plots created and now let and there were 12 still currently held on the waiting list.

7 To report on Village View

Cllr Singleton reported that the bumper Autumn issue of 36 pages had just gone to print. Cllr Severn and Cllr I Schwab to present the prize to the winner of the front garden competition in Osprey Walk.

Cllr Severn/
Cllr I Schwab

8 To update on Village Hall & COVID-19 Measures

The Clerk advised that the PC needed to consider the return of our regular hall hirers. This includes Kumon Maths, Jo Jingles, Watermead & Weedon W.I., Aylesbury Philatelic Society, Watermead Crafty Chicks and Castielli School of Dance from September 2020 onwards. This request does not include private

parties/events. The re-opening of Watermead Cygnets worked very well with the new measures, including different entrance and exit point and reduced numbers. Friday 7th August 2020 we received some guidance from ACRE (Action with Communities in Rural England) regarding amendments to the Health Protection Regulations being laid before Parliament regarding face coverings that came into effect 8th August 2020. From Saturday 8th August 2020 face coverings have to be worn in all Community Centres. Acre have also advised that the Health Protection Regulations in force at the moment put all the onus of risk assessment and compliance with social distancing on the organiser of the meeting and on the participants. If either of these cannot remain within the guidance for their particular activity it is their responsibility not to book the hall for this activity or not to participate in it.

The Government Guidance on safe opening of community facilities emphasises the importance of ensuring adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2m is not viable). The size and layout of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In order to achieve social distancing requirements, as far as possible, managers will need to work out the capacity of rooms and set limits on the number of people permitted to use a particular hall or room at any one time. As a starting point, this might be around one quarter of the seating or (for non-seated activities, dancing) capacity set for fire safety purposes or the size of the room in square metres divided by 4 (the answer may not be the same, because the fire capacity is usually based on the number of fire exits). As this method will be based on individuals attending, rather than groups of people from the same or no more than 2 households, this offers a cautious approach. Different layouts and activities will allow different capacities. To consider any of our regular groups to return we would request the following from each hiring group to:

- clean surfaces that their group might use before their own users arrive, to clean regularly used surfaces such as tabletops and sinks during the hire and to clean them again before they leave. Hirers could be asked to sign a record sheet confirming e.g. "I have cleaned before leaving all surfaces in the rooms used during hire", with the time.
- For the hall to ensure the hall's usual cleaning routine is followed e.g. for floors, with Report on Watermead Village Hall Usage – COVID Restrictions 2 particular attention to keeping hand wash basins, door and toilet handles clean and provide cleaning supplies for use by hirers. This means the cleaner/caretaker (or volunteers or another contractor) will need to provide and check/replenish hand sanitiser, cleaning materials (including cleanser, spray disinfectant, washing up liquid, cloths or paper roll) and tissues and the cleaner or hirer removes waste to outside bins before the hall is next used. Supplies of soap and paper towels must be provided at toilet and kitchen sinks. Make clear to hirers how often the cleaner attends.
- Advise hirers bringing or using their own equipment, which is stored at the hall that they will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it.
- Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible. Two empty seats (a distance of 2m if possible, or at least 1m with mitigation such as good ventilation) should be provided between each household group if seated. Where possible hirers should encourage people to stay in their household groups to reduce transmission.
- Hirers should be encouraged to keep the hall well ventilated, opening doors (except internal fire doors) and windows as far as possible, and will need to remember to close them all for security on leaving. As Hall Manager the hall is checked after every user, so security would not be an issue. Fresh air is preferable to mechanical ventilation.
- Hirers may wish to encourage those attending to bring their own Food and Drink e.g. water bottles for the time being, rather than making food and drink on the premises, to reduce work cleaning the kitchen. Users should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit, and can be encouraged to bring their own personal hand sanitiser, wipes, and tissues.
- Hirers should be asked to keep a note of the names and telephone number for everyone attending their activity and retain this for 3 weeks so that, in the event of a case, NHS Test and Trace can contact everyone the individual was in contact with. This is not a legal requirement, people are not obliged to provide their personal details but where they do that information should be kept securely so as to comply with GDPR (e.g. a password protected

phone or tablet, a locked filing cabinet) and then destroyed. • Government guidance asks venues to take steps to avoid people needing to unduly raise their voices to each other, e.g. playing music at loud volume so that normal conversation is difficult, so as to reduce the risk of transmission of the virus from aerosol and droplet transmission. Report on Watermead Village Hall Usage – COVID Restrictions 3 As the Hall Hirer we would, like we did with Cygnets Pre-School and Footsteps provide a copy of our Risk Assessment and ensure they follow the guidelines on display in the Village Hall. Hirers will also be given instructions, guidance and responsibility via special hiring conditions, which are in addition to their usual hire agreement. We can issue this in writing and signed or accepted by the hirer in all cases. We may wish to seek a copy of the Hirer's Risk Assessment.

It was agreed to invite Kumon Maths subject to them undertaking a risk assessment but other groups would be put on hold until further notice as there was concern regarding the safety of and amount of additional work involved for the Clerk.

CLlr Rose proposed that the photographic competition exhibition go ahead with a one-way system through the hall.

9 WLRA & Compton Property Management

At time of report we are awaiting the Schedule of Works costing.

10 Provision of new Pre-School

The Clerk reported that several meetings had been held and all was on track.

11 To update on Transport & MVAS

Proposed Toucan Crossing and Cycle Path – Awaiting Update.

12 To update on Highways

Highways – Spine Road Parking & Safety – Response received from Buckinghamshire Council

Following the reports received by the Parish Council during July 2020 in respect of parking along the spine road, junction at the end of Stonechat & Brambling, Guillemot Way the following response was received from Buckinghamshire Council.

Thank you for your email below regarding issues in Watermead for inconsiderate parking. Unfortunately because there are no Yellow lines there is no enforcement to prevent parking in these areas, you could go down the route of contacting the Network Improvement Team to carry out a feasibility Study to look at best solutions to try and resolve however this will only move issue somewhere else plus costs for Study are approximately £2,000 - £4,000 which will require a consultation with all involved and would suspect there will be a few which do not agree with any proposals.

You could think about the possibility of installing a white Access Protection Marking with No Parking within the line however this is only advisory and cannot be enforced. The parking on footpaths restricting use for Pedestrians and Disabled use Police PCSO should deal with it however it would most likely be a very low priority for them. You do have devolved services and therefore you can write to the residents who are parking on the footpaths. Below is extracts from Buckinghamshire website and Highway Code for parking on junctions again that is Police issue.

Highway Code

The nearest you can park to a junction is 10 metres (or 32 feet).

This is to allow drivers emerging from, or turning into, the junction a clear view of the road they are joining. It also allows them to see hazards such as pedestrians or cyclists at the junction.

Parking on verges and footpaths

It is not an offence in law to park a vehicle, other than an HGV, on a grass verge. Unless it causes an obstruction or a Traffic Regulation Order (TRO) or byelaw is in

force prohibiting it.

Section 19 of the Road Traffic Act 1988 prohibits parking by HGV's. A HGV means any goods vehicle, over 7.5 tones.

In areas where a Special Parking Area (SPA) is in force, the offence can be enforced by the traffic authority.

It may be a criminal offence for causing an obstruction or damage and would be a matter for the police.

- Section 28 Town Police Clauses Act 1847 - willfully causing an obstruction to any public footpath or public thoroughfare.
- Regulation 103 Road Vehicles - Regulations 1986 - vehicles causing unnecessary obstruction of the road (including verge).
- Section 22 Road Traffic Act 1988 - leaving vehicles in a dangerous position on the road (including verge).
- Section 137 Highways Act 1980 willful obstruction of the free passage along a highway.
- Section 72 Highways Act 1835 - driving on any footpath or causeway by the side of any road made or set apart for the use or accommodation of foot passengers.
- Section 131(1)(c) Highways Act 1980 - deposits anything whatsoever on a highway so it would damage the highway

Byelaws

A byelaw was made by us in 1956. It makes it an offence to drive, place a vehicle or cause a vehicle to be driven or placed upon any road margin, to which the bylaw applied in such a manner as to injure or be likely to injure any turf or any tree, shrub or plant growing thereon.

The bylaw applies to any road margin, which was in or beside a public road and was laid or sown with grass or planted with trees and shrubs and maintained constantly in good order for ornamental purposes and has a sign on it indicating that the bylaw applies.

Whilst the bylaw is still in force, municipal boroughs were excluded and as the verges to which it applies must be maintained constantly for ornamental purposes and have a sign maintained on site, these factors will not apply in many cases.

Traffic Regulation Orders (TROs)

Where there is awaiting restriction, by virtue of a TRO with signs and lines in place to give lawful effect to the restrictions, these apply to any part of the width of a road.

Unless otherwise stated in the TRO, the restrictions shown by the kerbside lines and signs apply to the whole width of the road up to the boundary of the adjacent properties, so this would include the verge.

If parking on the verge is deemed acceptable, but needs to be restricted on the road, a TRO can be drafted to exclude the verge.

Where parking on verges is permitted by exemption to a TRO, this would not override:

- The bylaw where it is in force and the criteria that the verge be maintained constantly for ornamental purposes and have a sign maintained on site are both met;
- Powers retained by the police to deal with the criminal offences that may be committed under the various statutory provisions set out above. Notwithstanding the difficulties in discharging the evidential burden that an offence has been committed within the meaning of the relevant statutory prohibition.

The whole TRO process can take between 12 and 26 weeks and likely to cost £3,000 - £5,000.

Verge posts

Verge marker posts may be provided at the owner's expense. Approval from Buckinghamshire Council will be required.

Any parking restrictions on spine road would be very costly. It was proposed and agreed to install byelaw signs to deter parking on the grass verges along spine road.

20.39 Date of meetings

17 September, 15 October, 19 November, 17 December

There being no further business the Chairman closed the meeting at 21.15pm and thanked people for their attendance.