

## **Annual Watermead Parish Council Meeting**

**Thursday 20 May 2021 at 7.35pm  
Held at the Village Hall, Watermead**

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr M Singleton, Cllr I Schwab,  
Cllr S Mackay, Cllr M Morgan, Cllr E Rose  
BC Cllr Ashley Bond, BC Cllr Peter Cooper, BC Cllr Diana Blamires  
Noreen Shardlow (Clerk), Michelle Jackson (Assistant Parish Clerk)  
plus 5 members of the public (via video link) – Peter Dean, Libby Rose, Denis Cassago, Ashley Jones, Graham  
Severn

**Cllr A Schwab took the Chair**

### **21.01 Election of Chairman & Acceptance of Office**

Cllr Severn was nominated Chairman. There were no further nominations. The nomination was seconded, 5 were in favour and 1 abstention. Cllr Severn was duly elected Chairman. The relevant Acceptance of Office documents were signed.

**Cllr Severn took the Chair**

### **21.02 Election of Vice Chairman & Acceptance of Office**

Cllr A Schwab was nominated Vice-Chairman. There were no further nominations. The nomination was seconded, 5 were in favour and 1 abstention. Cllr A Schwab was duly elected Vice Chairman. The relevant Acceptance of Office documents were signed.

### **21.03 Apologies**

None.

### **21.04 Election of Members, Acceptance of Office and Register of Interests**

The Clerk received all relevant signed papers from all members.

### **21.05 Declarations of Interest**

To declare any personal or prejudicial interests regarding the agenda – Cllr I Schwab – 21.12.1.

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

PCSO Tina Hobson advised that they have received a number of invites to Parish Council meetings as they are starting back up again as face-to-face meetings rather than via Zoom. Following advice from their supervisors unfortunately they will be unable to attend until all the restrictions are lifted. Collated crime figures for Watermead are as follows:

Between 25/4/2021 and 15/05/2021 there had been:

1x malicious communication  
1x theft from vehicle  
1x assault with injury  
1x public order  
1x hate crime

Foot patrols have been undertaken and they have been speaking to members of the public. They are aware of drugs being taken in the area and will continue to monitor. They are also patrolling the crematorium for antisocial behaviour.

Given the number of crimes reported, Cllr A Schwab requested that the PC insist on having police representation at PC meetings. The Clerk to discuss with the Neighbourhood Policing Team and Cllr Severn to raise with at the next IAG on 7 June.

The Clerk/  
Cllr Severn

**21.07 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**

**21.08 To agree the minutes of the Parish Council Meeting held 15 April 2021**

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

**21.09 Planning Matters**

**1. To update on any Planning Applications submitted** – no updates.

**21.10 Neighbourhood Plan**

The Clerk had applied for the next round of funding for the Neighbourhood Plan from Buckinghamshire Council. Additional specialist grant funding may also be available. The results of the residents questionnaire would be analysed along with the feedback received. This would form the thinking around how to re-engage with residents next time and cover the issues/areas they have raised. Cllr McKay and Peter Dean had created the business questionnaire. Cllr Severn will input to SurveyMonkey for approval by the Neighbourhood Plan team and a letter will be drafted to go with the business questionnaires. It was hoped to distribute to businesses in Watermead with the next edition of the Village View. A positive meeting had been held with Westerleigh and they were keen to be part of the Neighbourhood Plan and support the PC. The Facebook page would provide information and be linked to the PC website. Marketing boards to be used to display information at future events. All were welcome to assist with the Neighbourhood Plan.

**21.11 Finance & Administration**

**1.** The payment schedule for May 2021 was agreed.

Payment Schedule May-21					Payment Method (if Chq provide Number)
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount
Mobile Mini	70020220038	R&M Land	£53.00	£10.60	£63.60 BACS
Buckinghamshire Council	Village Hall Bin	Village Hall	£32.90	£0.00	£32.90 DD
Ian Whittome	26th April 2021	Grass	£50.00	£0.00	£50.00 BACS
British Gas	600026660	Village Hall Supply	£95.25	£4.76	£100.01 BACS
CLC Grounds Maintenance	2681-83 & 2697	Litter, R&M, Grass & Allotment	£1,990.00	£0.00	£1,990.00 BACS
Michelle Jackson	May-21	Assistant Clerk	£482.56	£0.00	£482.56 BACS
Noreen Shardlow	May-21	Clerk & Office/Expenses	£2,922.19	£0.00	£2,922.19 BACS
HMRC	May-21	PAYE & NI	£1,448.36	£0.00	£1,448.36 BACS
G. M. Hall & Co	May-21	PAYE	£20.00	£0.00	£20.00 BACS
Village Hall Management	May-21	Hall Management	£600.00	£0.00	£600.00 BACS
Orchard Consulting	121	Internal Audit Fees	£253.23	£10.00	£263.23 BACS
E.ON	0114 6959 5940	Bandstand Electricity	£11.64	£0.58	£12.22 BACS
E.ON	0135 1946 4970	The Gatehouse Electricity	£48.64	£2.43	£51.07 BACS
British Telecom	SM5026 0908	Office Phone & Hall WIFI	£84.56	£16.91	£101.47 BACS
BALC Subscription Fee	2908	Annual Subscription Fee	£417.55	£0.00	£417.55 BACS
Herts Supplies	CS537598	Village Hall Cleaning	£57.23	£11.45	£68.68 BACS
			£0.00	£0.00	£0.00
			£0.00	£0.00	£0.00
			£0.00	£0.00	£0.00
<b>Routine Payments Total</b>			<b>£8,567.11</b>	<b>£56.73</b>	<b>£8,623.84</b>
<b>Non Routine Payment</b>					
Compton Property Management	CPM/ALSPCO	Voluntary contribution towards major work	£6,600.00	£0.00	£6,600.00 BACS
<b>Total</b>			<b>£15,167.11</b>	<b>£56.73</b>	<b>£15,223.84</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:		

- To agree the accounts to the end of April 2021 - The Clerk had previously circulated the accounts to the end of April 2021, which were approved.
- Confirmation of the dates of the period for the exercise of public rights – 14 June 2021 to 23 July 2021.
- 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 Clerk followed by the Chairman
- 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

#### Internal Audit Update

At the time of circulating our May 2021 Agenda, our Internal Audit for 2020-2021 was still in progress.

The Clerk pleased to report the Gus Orchard has now completed our Internal Audit and no internal risks were identified and all control objectives were met.

## 21.12 Councillors' Reports and Recommendations

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### To update on Land and Routine Land Work

**Spratt Endicott Parcels of Land** - Ongoing awaiting response from Crown Estates.

Residents of Waxwing had made contact with the Clerk regarding a letter received from Lakeside Nursing Home in relation to them wishing to take over the area of land at the back of Waxing in order to extend their garden area. Cllr I Schwab had reviewed the plans and advised that the plans were misleading. As a matter of urgency, it was proposed and agreed that Cllr I Schwab write to Crown Estates expressing an interest in acquiring this piece of land for the public benefit. It was further proposed and agreed to appoint Irina Schwab to act for the PC in regards to

Cllr I Schwab

this matter. Cllr I Schwab to investigate other available parcels of land. The Clerk advised she had the title deed numbers of several other areas of Royco's land and it was agreed to investigate these.

Cllr I Schwab/  
The Clerk

**BBQ** - Waiting confirmed collection date from David Ogilvie Engineering. Contact has been made on three occasions, two to collect and one to advise about the flooding.

#### **Bandstand Island Bridge/Footpath by Nursing Home**

Shortly after our March meeting Dave Lucas installed a much safer barrier to the small lake bandstand (agreed via email).

Two quotations had been received. It was proposed and agreed to proceed with Focuss Group Construction at a cost of £1900 plus VAT. It was further proposed and agreed to proceed with Focuss for works to the small lake footpath.

#### **Memorial Bench Request**

The following request has been received from a Tracy Rogers:

*My father sadly passed away in August, he died suddenly and unexpectedly and as a family we are struggling to come to terms with this.*

*Before my father passed away, prior to the lockdown where he was required to shield, our last outing together was to Watermead lake, he loved it here and always hoped to fish it one day. That day we sat on one of the benches and looked out at the water and I remember him really feeling at ease and peaceful. It really means the world to me that we got that one last day out before the pandemic and him having to shield. I live locally and he was also local from Cuddington Bucks. I lived in Watermead for many years on Willow Herb and he was so fond of visiting me here.*

*I am enquiring about the possibility of putting a bench there in his name. I appreciate this may not be possible, but as my father was cremated, we do not have a grave at present to visit and I really would like somewhere to visit and sit to remember him and keep that fond memory for all of the family knowing he loved it so very much.*

*I will be happy to pay any fees/rent for this, so please if this is possible could you let me know the cost.*

The Clerk had been in contact with Tracy to discuss further. As Tracy mentions above, she lived in Watermead for many years but left the area due to school catchments and once the children finish in secondary education she hopes to return to Watermead. Tracy does have a copy of our policy and is aware of our conditions and is grateful for the PC to consider such request. Tracy also confirmed that she would be happy for the PC to suggest a location and her only request is that you can see the lake (either side). It was proposed and agreed that the Clerk would make contact with Tracy to agree a position around the edge of the balloon meadow.

The Clerk

Cllr Severn to arrange a site visit with Kieran of Buckinghamshire Council to discuss waste management and review the litter bins. Cllr Severn to forward information on litter bin styles.

Cllr Severn

#### **Crematorium Screening**

##### **Update of Meeting with Alan Jòse**

The Cllr Severn, Cllr Morgan and the Clerk had met with Alan and Giles to discuss the screening of the crematorium from the lakeside and the main road. They agreed that what had been planted had been inappropriate and not consistent with what they had originally promised to do. Westerleigh are working on a plan which would be needed within the next 4-6 weeks to enable planting to take place in the Autumn.

Discussions had been very positive and Westerleigh were keen to be part of the Neighbourhood Plan and it had been agreed to meet up on a more regular basis.

**Walkway Brackets Installation** – Works being scheduled.

**Balloon Meadow Benches**

Advised Dave Lucas the decision of our April 2021 meeting, works now being scheduled.

**Small Lake Fencing/Barriers**

Advised Dave Lucas the decision of our April 2021 meeting, works being scheduled.

**2 Large Lake Footways Project Update**

The Clerk was still in contact with FCC who were requesting technical information but it was hoped to receive more information shortly.

**3 Watermead Piscatorials Update**

The Clerk had obtained quotes but it was agreed to purchase a drop bollard and ask Focuss Group to install when on site as this would be a much cheaper option.

**4 Report received from Roman Park Community Trust**

The Trust had stopped collecting food from Watermead as of last week as the Trust were currently quite well off for food. The Trust had £8k in the bank and now had details of a bank who would give the Trust an account. Food was being provided by Fairshare at a cost of £200/month.

**5 To update on Allotments**

No report.

**6 To report on Village View**

Cllr Singleton reported that the Summer edition of the Village View had gone to print on Monday and it was hoped it would be delivered the weekend after next. Cllr Mackay to organise with Dot Toler delivery of the business questionnaires to coincide with the delivery of the Village View.

Cllr Mackay

**7 To update on Village Hall & COVID-19 Measures including return of groups**

**Return of Groups** – As agreed at our March 2021 meeting, Jo Jingle will be resuming their weekly class from 20<sup>th</sup> April 2021. Copies of Risk Assessment received from Debbie Bird. No other groups had returned as yet.

**Village Hall Wall**

**Update:** Contractors have now returned to site.

As advised in a recent email, the rear wall of the Village Hall has again been subject to water damage. I provided Christopher Evans of Compton Property Management the before and after photographs that I sent to all and he immediately passed them onto Charles Mallard, Surveyor/Project Manager for the Piazza Development.

Charles Mallard visited the hall last week to inspect the damage to our wall and has agreed when ACC Facilities Management (appointed contractor for the Piazza) return they will inspect and report back the findings and Charles will provide us with an update/course of action.

**8 Compton Property Management**

Following review of the land registry boundary maps, boundaries of Compton's and the PC were agreed. Awaiting an update from Christopher Evans.

**9 To update on Transport & MVAS**

Cllr Severn to circulate to Cllrs details of the battery required for the MVAS.

**10 To update on Highways**

Nothing to report.

**11      Photography Exhibition**

Cllr Rose reported that the article included in the Village View requesting entries to be made both digitally and with prints. Event to be held on 13 September.

**21.13      Date of meetings**

17 June, 15 July, 19 August, 16 September, 21 October, 18 November, 16 December

There being no further business the Chairman closed the meeting at 9.15pm and thanked people for their attendance.