

Watermead Parish Council Meeting

Thursday 21 May 2020 at 7.30pm
Via Video Conferencing

Attendees: Cllr Severn (Chair), Cllr A Schwab, Cllr Singleton, Cllr I Schwab, Cllr Rose, Cllr Toler
AVDC Cllr Ashley Bond, BC Cllr Netta Glover
Noreen Shardlow (Clerk), Michelle Jackson (Assistant Parish Clerk)
plus 1 member of the public

20.01 Apologies

BCC Netta Glover may join later

20.02 Declarations of Interest

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

20.03 To Receive Police Report re Protection of Persons & Property

No report received.

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

Cllr Bond acknowledged and thanked the PC for their great work during the COVID-19 emergency and also to Kelvin Wong at the Watermead Inn.

Cllr Bond reported that the elections had been cancelled. Changes had been made to planning application process. If the PC wishes to object to a planning application, contact must now be made with Cllr Bond/local council member to have it called in. The PC expressed its concern regarding this change and it was proposed and agreed to write to Martin Tett at the Buckinghamshire Council with a copy to Cllr Bond expressing the PC's dismay and discontent over this change and asking for terms of reference.

The Clerk

The Chair questioned whether there any plans to move CIL rather than S106 into the Buckinghamshire Council. Cllr Bond to make enquiries and report back.

Cllr Bond

Cllr Glover advised that the BC was hoping to get Community Boards up and running soon. The new Council was running well and officers getting on well with meeting on Teams.

The Chairman thanked the visitors for their attendance.

Council Meeting

20.05 To agree the minutes of the Parish Council Meeting held on 20 February 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.

20.06 Parish Council Meetings COVID-19 Measures Report

THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came into effect on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (for a specified period) until May 2021.

They also remove the requirement to hold an annual meeting. This report will summarise the detail of the 2020 Regulations and what they mean for us.

The relevant Regulations that apply to us are as follows:

Regulation 2 – the 2020 Regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021. The date could be brought forward if Government rules are relaxed.

Regulation 3 – parish councils in England are included within the definition of “local authority” in the 2020 Regulations.

Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held.

Regulation 5 – this permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting do not need to be in the same place Regulation 13 – s.1 (4) (a) of the 1960 Act has been amended so that public notice of the time and place of the meeting is deemed to be given if published on the relevant principal authority’s website. Regulation 5(2) of the 2020 Regulations provides that a member in remote attendance attends the meeting at any time if the member is able at that time:

- to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

All of the above conditions must be satisfied.

These conditions allow members to join via a video link system or by telephone so long as every member can be heard by every other member and the public.

All members, clerk and other staff, and any members of the public will be in attendance for the purposes of the 2020 Regulations if they are in remote attendance.

In summary to all of the above:

- The 2020 Regulations permit the holding of remote meetings, with conditions.
- Local councils can decide the methods they will use to facilitate the holding of remote meetings.
- There is no requirement to hold an annual meeting.

Public Participation

Council meetings must still be advertised and the public will have the right to observe. Details on how to join/request link to our scheduled meeting will be placed on the agenda and members of the public will be able to join.

As we normally allow public questions during the open forum we should continue to do so.

If we do have members of the public attending then we need to take some time at the beginning of the meeting to explain to them how the meeting will run and how and when they can speak.

Confidential matters - The Clerk to schedule a separate virtual meeting immediately after the Parish Council meeting with only Cllrs invited.

The Meetings

In general we should try and keep to our usual approach to meetings and stick to your standing orders as much as we can.

Council discussions

The chairman of the council should still chair the meeting.

Some suggestions to aid this are:

- Asking everyone to mute themselves when not speaking - this helps keep background noise to a minimum which will improve everyone's ability to hear the discussions.
- If everyone is able to join by video then they could raise their hands when they wish to speak.
- The chairman could ask people to state clearly when they would like to speak.

Voting

There is no 'right way' to conduct voting in a remote meeting. We will have to find an approach that works best for us. We need to make sure every vote, whether visually or by telephone, is clear and unambiguous. Again this may be best by raising hand or asking each Cllr during the virtual meeting.

20.07 To ratify the decisions/resolutions made outside the Parish Council Meetings due to emergency measures Parish Council Meeting Resolutions made due to emergency measure Coronavirus (COVID-19)

30th March 2020 Resolution: (To be ratified at first council meeting)

That WPC delegates authority to the Proper Officer to manage the council's ordinary business, in discussion with the chairman and vice chairman. All such ordinary matters and decisions will be notified to all councillors, by email, immediately.

Planning consultations and extraordinary matters will be referred via email to all councillors.

30th March 2020 Extraordinary Parish Council Matters

Reference the request from the Compton Management/Piazza. The Clerk had now received confirmation that the village hall would be required to pay 5% share of maintenance and insurance costs. These payments are due imminently and the Chair proposed, that to assist businesses and residents, (and the village hall is included within the buildings insurance) we voluntarily agree to pay 5% share of the maintenance charge and insurance from now on. This is £2295.00 for maintenance share and £956.00 for buildings insurance.

Resolution: (To be ratified at first council meeting)

That WPC voluntarily pays 5% of annual maintenance costs and 5% of annual insurance costs in respect of its property at The Piazza, Watermead with effect from 2020 renewal. The PC resolved for Compton Management to add this amount to the service charge budget calculations, so that the overall figure will be increased to 105%, as the current leases contain fixed percentage contributions

Ordinary Parish Council Matters

LIST OF RESOLUTIONS MADE VIA EMAIL SINCE 16TH MARCH 2020

- 19th March 2020 – March payment schedule approved via email.
- 15th April 2020 – April payment schedule approved via email.

As a result of the Coronavirus (COVID-19) outbreak, meetings of Watermead Parish Council are postponed and this included our March & April 2020 meetings.

Advice sought from Buckinghamshire & Milton Keynes Association of Local Councils and it was agreed to collate comments from Watermead Parish Councillors and provide.

I can confirm that Watermead Parish Council resolved no objections to this planning application.

- 25th March 2020
20/00558/APP 10 THE COMFREY – NO OBJECTIONS
20/00662/APP 12 MALLARD CLOSE – NO OBJECTIONS
20/00952/APP 48 AVOCET WAY – NO OBJECTIONS
- 14th April 2020
20/01011/APP 30 AVOCET WAY – NO OBJECTIONS
- 15th April 2020
20/01235/APP 35 KESTREL WAY – NO OBJECTIONS
- 20th April 2020
20/01242/APP 2 KESTREL WAY – NO OBJECTIONS

Planning Updates

- Approved: 30th March 2020 Ref. No: 20/00155/COUJA | Status: Change Use - Case Type: Planning Application

Other decisions agreed via email

- 27th March 2020 Dog Waste Service renewed Buckinghamshire Council/Street Scene Team advised
- 28th April 2020 Window Flowers Hanging Baskets approved for 2020 installation.

20.08 Planning Matters

1. To update on any Planning Applications submitted

20.09 Finance & Administration

1. To agree the payment schedule for May 2020 - The Clerk had previously circulated the payment schedules, which were approved. Two further payments were agreed for Martin Godfrey Electrical Safety Test in the Village Hall of £120 plus VAT and to Dave Lucas for works to the hall and additional litter and tree works totalling £430.

Payment Schedule		May-20			
Company	Invoice No	Allocation	Net Amount	VAT	Gross Amount
Mobile Mini	7001634045	R&M Land	£51.60	£10.32	£61.92
Burgess	136/I24003	Stationery - Reams Paper	£66.70	£13.34	£80.04
Ian Whittome	27th April 2020	Grass	£45.00	£0.00	£45.00
Rachel Seago	2012	Village View Summer 2020	£825.00	£0.00	£825.00
CLC Grounds Maintenance	2477-2479 & 2494	Litter, R&M, Grass & Allotment Cut	£1,952.00	£0.00	£1,952.00
Michelle Jackson	May-20	Assistant Clerk	£230.52	£0.00	£230.52
Noreen Shardlow	May-20	Clerk & Office/Expenses	£1,624.81	£0.00	£1,624.81
HMRC	May-20	PAYE & NI	£500.55	£0.00	£500.55
G. M. Hall & Co	May-20	PAYE	£20.00	£0.00	£20.00
Celebration Management	May-20	Hall Management	£600.00	£0.00	£600.00
Castle Water	TW0052007468 - 2708190	Allotment Water Supply	£43.97	£8.79	£52.76
Lock & Key Centre	INV-12843	Repair lock on Gatehouse	£114.95	£22.99	£137.94
E.ON	0107 5098 3470	Village Hall Electricity	£192.02	£9.60	£201.62
E.ON	0135 1946 4970	The Gatehouse Electricity	£51.28	£2.56	£53.84
E.ON	0114 6959 5940	Land Electricity	£8.52	£0.43	£8.95
British Gas	600026660	Village Hall Gas Supply	£56.80	£2.84	£59.64
			£0.00	£0.00	£0.00
			£0.00	£0.00	£0.00
Routine Payments Total			£6,383.72	£70.87	£6,454.59
Non Routine Payment					
			£0.00	£0.00	£0.00
Total			£6,383.72	£70.87	£6,454.59
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 year-end accounts and accounts to the end of April 2020 - The Clerk had previously circulated the year end accounts and accounts to the end of April 2020 which were approved.
3. To appoint Internal Auditor – It was proposed and agreed to appoint Gus Orchard as internal auditor.
4. Confirmation of the dates of the period for the exercise of public rights –6th July 2020 for a period of 30 days, which goes up to 14th August 2020.
5. To confirm the Council have agreed the Annual Governance Statement - It was confirmed that the Council have agreed the Annual Governance Statement, which would be signed by the Clerk followed by the Chairman.
6. To confirm the Council have agreed the Accounting Statements – It was confirmed that the Council have agreed the Accounting Statements, which would be signed by the Clerk followed by the Chairman.
7. Process to renew the following Parish Council policies:
 - Standing Orders (including Risk Assessment)
 - Financial & Procurement Regulations
 - Communications Policy
 - Asset Register

The Clerk to email policies for review for approval at the next meeting.

The Clerk

8. Resignation of Cllr Julian Gent. It was proposed and agreed to post a notice of vacancy in the office of parish councillor.

The Clerk

9. Donation requests received from Citizens Advices (Aylesbury Vale) and The British Red Cross - Requests had been received from Citizens Advices (Aylesbury Vale) and The British Red Cross for donations. It was felt that whilst both these organisations do an enormous amount of good work, WPC was a small parish council with a small precept and it was already doing a considerable amount of work for the local community. There were expected to be demands on the precept money for land issues. It was therefore proposed and agreed to politely reject both requests but parishioners were invited to make a donation if they so wished.

The Clerk

20.10 Councillors' Reports and Recommendations

1 To update on Land and Routine Land Work Small Lake Footpath Closure

Due to COVID-19 restrictions and not being able to access the nursing home land the tree fallen near to the Nursing Home is as before. Patrick Kernan the chosen contractor for these works are being kept up to date.

Crematorium Screening

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 confirmed installation date.

Litter

There were concerns over the increasing amount of litter being left around Watermead over the last few weeks including around a memorial bench. Some of the bins were full to overflowing but much of the litter was strewn over the balloon meadow and fisherman's meadow. It was suggested that the PC consider employing a litter warden on a trial basis for a month. The cost of employing someone and disposal of the collected litter were discussed. The Clerk advised that the current cost was £70/visit to collect and dispose, though this was from the litter bins and around the bins only. It was agreed to allocate up to £4k from the reserves to increase litter collections to cover the litter problem. Cllrs to monitor and gather evidence over the Bank Holiday on Monday and if necessary hold an emergency meeting thereafter to review. It was agreed to monitor on a weekly basis. It was agreed that the Clerk/Chair should apply for a grant from Buckinghamshire Council.

Trees

Reports had been received of trees on PC land which residents felt were a threat to their properties. Site visits had been arranged for the following day.

2 Large Lake Footways Report & Small Lake Walk/Erosion Update Large Lake Footways

Footways and Banks - Environments For People will attend once COVID-19 restrictions are lifted.

Small Lake Walk/Erosion Update

Footways and Banks - Environments For People will attend once COVID-19 restrictions are lifted. It was proposed and agreed to install temporary fencing as a safety measure around the path where the fallen tree has caused the path to lift.

3 VE Day Event Postponement and Future Event

The VE Day Event had been postponed but it was hoped to organise a bigger event

next year. It was proposed to extend the event to include a thank you to Watermead parishioners. Funds would need to be added to the budget to accommodate this and costs were anticipated to be approximately £10k. The Chair to draw up a detailed business plan with costings.

Cllr Severn

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

It was reported that the Watermead Volunteer Army would like to create a Watermead community larder and that Berryfields would like to join in with the scheme. It was proposed and agreed to continue supporting the Covid-19 scheme efforts and with the project being funded by members of the public and supported by the PC. Due diligence to be undertaken and the Chair to provide a report for review.

Cllr Severn

5 Watermead Events Committee Update & Request

“Larks in Lockdown” to take place on Sunday 24 May 2020.

6 To update on Allotments

The allotments were currently very busy with many enquiries received and a waiting list. The best kept allotment competition to be held on 6 July. The allotment group had asked if as a group they could get together to apply for grant funding to tidy up the border of the allotments with chippings etc to make a proper path. Agreed by the PC.

7 To report on Village View

The Summer issue was currently at the printers and would be distributed shortly. Front page is a photo of all the volunteers and there were new contributors for this issue.

8 To update on Village Hall, Cygnets & COVID-19 Measures

Agreed works to the rear internal wall commenced 11th May 2020. Dave Lucas has been in the hall over the past week and carried out the works that we agreed to the rear internal wall of the Village Hall.

Dave has asked me to advise that the wall has been sanded back as far as we could (without the need for replastering). He has used a mix of filler, sealant and paint so this should slow down the rate that the rain-fall effects our wall.

Cygnets Pre-School Reopening - 1st June 2020

The government has said it wants children in **nursery**, reception, years 1 and 6 to begin a phased return to schools from 1st June 2020, with other years following soon after, so primary children are in school for a month before the summer holidays, as long as the government's five tests for easing lockdown have been met.

Since this announcement Cygnets Leader, Dot Toler has been in contact with the parents to determine the number of children that may return and also The Clerk so the necessary plans could be made.

A Village Hall Risk Assessment had been undertaken, guidance is already displayed in the Village Hall (including flowcharts) and the Pre-School have made changes to their setting.

In the event that these key year groups do return (Cygnets staff are prepared to return) until the end of term (July 2020) it was recommended that they are the only hall user until the end of term. No other groups have been given the go ahead to return and Cygnets are the only Ofsted regulated group. The Clerk advised she was more than happy to work on this basis and would carry on doing the relevant duties, cleaning, safety inspections and security checks (whilst keeping safe) as she had been doing since the hall closed to users.

All have been working behind the scenes and working alongside many key organisations. Protective measures have been drawn up.

The PC expressed concern for safety of staff and children but supported the

reopening of preschool on the basis of the comprehensive risk assessments and protective measures already provided.

9 WLRA & Compton Property Management

The following update was provided by WLRA.

- The lights in the Piazza have been replaced with LED's. As M. Lang suggested, the electrician was able to retrofit the bulbs with minor adjustments to the light fittings, which meant we ultimately had no need to replace the luminaires. Given the LED's are replacing high Wattage bulbs the Electrician is confident we will save over 50% on ongoing running costs.
- The Piazza lights will be replaced as above in the next few weeks
- We have researched the maintenance of the fountain and been in touch with a specialist. We were given ballpark figures for them to carry out the contract but were surprised to find out this supplier would be more expensive than the incumbent. Given the Parish Council commented on the high costs of the ongoing fountain maintenance and you will likely have a number of contacts in this area -we would appreciate if you had any suggestions on alternative suppliers? I believe Chris at Compton may be contacting you with a similar request. Any help you can provide on this would be appreciated
- The flat roof replacement is now completed and given the extraneous circumstances the contractor has had to work under (Covid-19 and the weather!) they were slightly over budget but we are very pleased with the result!
- We are optimistic Phase 2 will take place this year and we are expecting a Schedule of Works from the Project Manager in the next few weeks. As soon as we receive a copy this will be sent over to you for review as per your request. When the lock down is gradually reduced and the public have more freedom, the refurbished Piazza area will likely become a focal point for many and a source of pride for all the residents, businesses and PC. We are still hopeful you may be willing to assist financially with this project given the scale and the potential impact it will have on this area.

If you have any questions or queries regarding what is going on with Compton etc please feel free to drop us an email.

10 Provision of new Pre-School

The new preschool had taken out an advert in the Summer issue of the Village View and planned to open in September.

11 To update on Transport & MVAS

Proposed Toucan Crossing and Cycle Path – Awaiting Update.

12 To update on Highways

Nothing to report.

20.11 Date of meetings

18 June, 16 July, 20 August, 17 September, 15 October, 19 November, 17 December

There being no further business the Chairman closed the meeting at 21.27pm and thanked people for their attendance.