

# **DRAFT**

**WESTCOTT PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON**  
**8<sup>th</sup> MAY 2018 at 7.30pm IN THE CRICKET CLUB PAVILION**

**50/18 ATTENDANCE AND APOLOGIES**

Cllr. Mrs. S. Pusey (Chairman)	Cllr. Ms. J. Hooper
Cllr. G. Pusey	Cllr. J. Sisk
Cllr. Ms. H. Vitkus	A.T.A. Lambourne (Clerk)
6 members of the public	

An apology for absence was received from County & District Cllr. P. Irwin.

**51/18 ELECTION OF CHAIRMAN**

Cllr. Ms. Hooper proposed, Cllr. Ms. Vitkus seconded and it was **RESOLVED** that Cllr. Mrs. Pusey be elected as Chairman of the Council for the coming year.

**52/18 DECLARATION**

Following her election as Chairman of the Council, Cllr. Mrs. Pusey duly signed the Declaration of Acceptance of Office.

**53/18 OPEN FORUM**

One member of the public referred to the unofficial weight limit sign by the Venture Park entrance and that occasionally vehicles used the Burnham Road junction as a turning point.

**54/18 DECLARATIONS OF INTEREST**

None

**55/18 APPOINTMENT OF VICE-CHAIRMAN**

It was **RESOLVED** to appoint Cllr, Wilkinson as Vice-Chairman of the Council for the forthcoming year.

**56/18 OTHER APPOINTMENTS**

It was **RESOLVED** to make the following appointments:

- (i) Village Green Working Group – Cllrs. Mrs. S. Pusey, G. Pusey and A. Wilkinson
- (ii) BCC Local Area Forum – Cllrs. A. Wilkinson and Ms. J. Hooper
- (iii) Website Manager – Cllr. Ms. J. Hooper
- (iv) Bucks Recycling Liaison Committee – Cllrs. Mrs. S. Pusey and A. Wilkinson

**57/18 MINUTES**

It was

**RESOLVED** to approve the minutes of the meeting held on 3<sup>rd</sup> April 2018 and to authorise the Chairman to sign them as a correct record.

**58/18 MATTERS ARISING**

- (i) GDPR (37/18iii) – the Clerk gave a further update on the regulations and how they might

affect local councils. However, there were still a number of uncertainties as the Bill was still going through Parliament.

- (ii) Village entrance gate (37/18iv) – this is still not repaired and so the Clerk was asked to follow this up again with BCC.
- (iii) Clean-up day (39/18) – the Chairman reported that this took place on April 22<sup>nd</sup> and was pleased to say that the village was generally quite tidy with little litter to collect.
- (iv) Ramblers' Association (42/18 and 43/18) the Clerk reported that further work had been carried out by the Ramblers' Association and that the new kissing gate had been installed on the footpath near Station House.
- (v) Unitary authority (45/18x) – further information on both the County Council and District Councils' proposals had been received and circulated. A Ministerial decision is still awaited.

#### **59/18 SCHOOL PARKING**

Cllr. Irwin had written to suggest that a meeting should be convened to discuss this matter with a view to making some progress. He suggested it should include BCC officers, the School and the Parish Council. It was

RESOLVED to advise Cllr. Irwin that the Council supports this approach.

#### **60/18 PLAYGROUND INSPECTION**

A quotation of £45.00 +VAT had been submitted by Wicksteed Leisure to carry out the annual playground inspection plus £15.00 +VAT for an Analysis of Risk Assessment. It was noted that these figures were lower than those of ROSPA. It was

RESOLVED to accept the quotation from Wicksteed Leisure to carry out the annual playground inspection together with the detailed risk assessment.

#### **61/18 BANK RECONCILIATION**

The end of year bank reconciliation figures were presented and noted.

#### **62/18 INTERNAL AUDIT**

The Internal Auditor's report was tabled and noted. No matters were drawn to the Council's attention for action.

#### **63/18 ANNUAL GOVERNANCE STATEMENT**

This statement, being Section 1 of the Annual Return was given due consideration. It was RESOLVED that all parts be answered by "Yes" and that the Chairman should sign the document on behalf of the Council.

#### **64/18 ANNUAL ACCOUNTS**

The Annual Accounts for the financial year ending 31<sup>st</sup> March 2018 were presented for consideration. Receipts for the year had been £13,462 and payments £10,644, leaving an excess of receipts over payments of £2,818. It was

RESOLVED to approve and adopt the accounts for 2017/18.

#### **65/18 ACCOUNTING STATEMENTS**

This statement, being Section 2 of the Annual Return, was given due consideration and approved. It was

RESOLVED that the Statement as approved be signed accordingly by the Chairman.

#### **66/18 TRANSPARENCY REGULATIONS**

A statement setting out the requirements made under the Transparency Code Regulations 2014 was tabled by the Clerk and agreed. It was

RESOLVED that this statement be published on the Council's website along with all

other documents as referred to in the statement.

### **67/18 RISK ASSESSMENT**

The Council's current risk assessment was reviewed and considered satisfactory at present. However it was felt that further consideration should be given to the areas covering "home working" and "regular" inspections and that an addition would be required to deal with GDPR. It was RESOLVED that the Clerk should prepare an updated draft assessment for the Council's consideration at its July meeting.

### **68/18 MEETING DATES**

A calendar of meeting dates for 2018/19 was considered and it was

RESOLVED that the Council will meet on 19<sup>th</sup> June, 31<sup>st</sup> July, 11<sup>th</sup> September, 23<sup>rd</sup> October and 4<sup>th</sup> December 2018 and on 15<sup>th</sup> January, 26<sup>th</sup> February, 9<sup>th</sup> April and 14<sup>th</sup> May 2019, and that the 2019 Annual Parish Meeting will be held on 30th April.

### **69/18 ANNUAL PARISH MEETING**

All present were reminded that this would be held on 15<sup>th</sup> May at 7.30pm and details of the agenda were noted. It was agreed that refreshments would be available from 7.00pm.

### **70/18 REPORTS**

- (i) Burial Ground, (ii) Churchyard and (iii) Village Green – all had recently received the first grass cut of the season.
- (iv) Police, (v) Charities, (vi) SLCC, (vii) BALC/AVALC, (viii) Local Area Forum and (ix) website – no reports
- (x) Other – details of changes to be made in AVDC's planning department had been received and circulated. There were no comments.  
- East/West Rail. The Clerk had been advised that some works at the A41/Station Road junction would be carried out prior to extra EWR vehicles using the A41 as a haul route.

### **71/18 CORRESPONDENCE**

The following items had been received and would be circulated for information:

Local Council Review magazine  
Clerks and Councils Direct magazine

### **72/18 FINANCIAL REPORT**

- (a) Payments – it was RESOLVED that the following payments be made:

	Nett	VAT	Gross
E.On Energy – footway lighting, April 2018(DD)	42.04	2.10	44.14
E.On Energy – footway lighting, May 2018(DD)	44.76	2.24	47.00
E.On Energy – street lighting maintenance, March quarter	100.50	20.10	120.60
Ramblers' Association – new kissing gate			375.00
Mrs. L. Wise – internal audit fee			24.00
Chairman's allowance			100.00
Clerk's expenses – April 2018			10.19

414

- (b) Receipts – noted

AVDC – 1<sup>st</sup> half-year precept 5,750.00

### **73/18 PLANNING MATTERS**

- (i) Applications – none received since the previous meeting
- (ii) Decisions – none determined since the previous meeting
- (iii) Other – none

**74/18 URGENT MATTERS**

It was reported that recently a number of vans belonging to Green Retreats had been driving through the village at over the speed limit. The Clerk was asked to write to the company asking it to take action. It was also suggested that the “Sentinel” camera could be used again and in this respect it was agreed to raise this at the Annual Parish Meeting to invite volunteers for training in its use.

There being no further business, the Chairman closed the meeting at 8.27pm.

**Signed (Chairman)** \_\_\_\_\_ **Date** \_\_\_\_\_