

Westcott Parish Council

Amanda Ludlow – Clerk

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Meeting Minutes

4th March 2025 1930hrs at Westcott Cricket Club

Attendees

Parish Councillors

Cllr Sue Pusey	Chair	SP	Cllr Jo Hooper	JH
Cllr Tony Wilkinson	Vice Chair	TW	Cllr Sue Lacey	SL
Cllr Grahame Pusey		GP		

Ward Councillors

Cllr Ashley Waite	AW
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Officer of the Council

Amanda Ludlow	AL
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Agenda Point		Person /s to action
	Part One Meeting opened at 1930hrs	
153	Apologies for Absence Cllr Elizabeth Atkinson EA	
154	Open Forum SP welcomed the members of the public to the meeting and explained the proceedings of the meeting to all present. 3 members of the public were in attendance Noone wished to voice any matters	
155	Declarations of Interest None	
156	Approval Of Minutes Point 150 JH suggested deletion of the ‘ring fenced monies for the cricket club’ as this did not reflect the discussion.	

	All agreed and SP amended the hard copies of the minutes. SP signed final filed copy	
157	Matters Arising Spreadsheet of action list shared ahead of the meeting. SID updates still required. Enforcement case open on the temporary building to be followed up by AW. No further update on drone cage. AW to follow up Signage for HGV access (blue signs) ordered for each end of the village. Emergency response team - to be an agenda at the Annual Parish meeting	GP AW AW AW SP
158	Clerk's Report Circulated to all Councillors prior to the meeting. 2nd March 2025 1. <u>Action points tracker spreadsheet updated and shared and sent with Minutes ahead of the meeting</u> I. LED lighting quotes – not yet completed II. To contact Cllr P Gomm re bus route via Quainton and sudden cancellations III. Policies – currently under review to be ratified at next meeting and uploaded to new website 2. <u>Burial Ground</u> All burial records now received and the burial ground audited. Records amended and up to date. Request for memorial received and maximum width of memorial not stated in guidelines. I will measure and amend the guidance for April 2025. Proposal of fees to be uplifted by 5%. 3. <u>Senior Residents Easter Afternoon Tea</u> 10th April we will host an Easter afternoon Tea at the Cricket club. Volunteers already coming forward for food provision and support. I will go to local businesses for raffle prizes. This date falls within the school holidays, so I am hopeful of younger helpers coming along to support with us. Leaflet dropping volunteers required. Santa collection raised £326.41 which has been banked. Community Police, Cricket Club representation and Vicar invited. Please give me suggestions of any others to be invited.	

	4. <u>Bucks recycling cage collection</u> Bucks recycling agreed to collect three small items for £20. Westcott resident to contact Bucks recycling directly to arrange. Poster created and to be placed on notice board, web site and Facebook 5. <u>Thames Valley Police</u> Ongoing communications between Susan Goodway and myself. An issues or concerns that are non-urgent should be sent to: waddesdonNHPT@thamesvalley.police.uk Police and Crime bulletin shared with all for February 6. <u>Waddesdon, Westcott and Winchendon Newsletter.</u> I will contact and submit an update following the next meeting 7. <u>Westcott Church</u> I will share the update when I receive it 8. <u>Grass cutting contract</u> Amendment to contract for Blades confirmed pending devolution go ahead. Bucks Council advised we will receive a letter regarding devolution on Monday 3rd March. Blades confirmed they will begin grass cutting in next two weeks although advised that the park is very soggy. 9. <u>Elections</u> Become a local councillor poster amended for Westcott and placed on Notice board, web site and Facebook to encourage new members. 10. <u>AGAR and external Audit</u> Actions of external audit to be agreed and minuted in March meeting. Notice of conclusion of Audit to be signed and published with the full AGAR return Email sent to Bucks Council for repayment of fees for the audit. Attended a free webinar on how to keep your auditor happy. Very useful resources obtained including a guide to AGAR preparation. Contact made with Anthony Skeggs to book internal audit in April. 11. <u>Planning Portal changes</u>	
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	Invite circulated for a webinar on the update to the planning portal. 12th March 10am and 2pm. I will attend but anyone else welcome. No confirmation of attendance required – just sign in. 12. <u>Community Board meeting</u> Community Board meeting to be held Tuesday 11th March at 1830 in Haddenham. I will attend; others welcome. 13. <u>Village Green Enhancements</u> RFQ sent to landscapers 27.02.2025. Deadline for submission 14th March. Contract to be awarded 21st March. Ground penetrating radar survey – outline quotes of: 1, Trace and spray BT and power lines positions on the ground. £600+VAT 2, Undertake the above, in addition record the position and producing a plan based on “OS Base mapping”. £950+VAT 3, Undertake a full Topographic survey and full EML/ GPR trace of all utilities across the site. £2,100+VAT All three options would require sourcing statutory utility records from the different supplier (typically £450+VAT). Awaiting a formal quote for option 3 which will enable enhancements to commence and also support any changes to the playground or green in the future. 14. <u>VE day 80th Anniversary</u> 80th Anniversary of VE day 8th May. Email shared. No queries on the Clerks report	
159	Reports I. <u>Burial Ground & Churchyard</u> Burial records received. Full audit completed. Spreadsheet updated II. <u>Website / email</u> Policies to be updated and placed on website. Website to then go live. III. <u>Village Green</u> See separate agenda item. IV. <u>Charities</u> Nothing to raise	AL

	V. <u>Buckinghamshire Council</u> Cllr AW updated all present regarding: Gyratory one-way system in force for 3 weeks on the A41 new road to Waddesdon roundabout and Waddesdon Hill until 19th March. Following this Waddesdon Hill will only be accessible by the new roundabout at Waddesdon and the old A41 closed for at least 24 months. A41 will be closed overnight for the next 3 Tuesdays. Station Road, Quainton bridge to be open on 14/03. This road will be closed for 12 weeks in the summer to tie in the new road. Thames water / SGN to return to finish works in Waddesdon Top of Ashendon Road to be closed 17/3 – 21/3 for road repairs. Canons Hill to be closed 14/03 to 24/03 for road repairs Fleet Marston bridge flooding – dredging of the river to be commenced in April 25. Layby outside of Waddesdon fly tipping to be removed. Tyres already removed. Land at Lower Green – AW has spoken to Cllr Dave Thompson who will be our advocate to secure the land. Community Board update given and next meeting 11/03. Litter picking boards available- all agreed one would be good for Westcott. Update given on I'd like to borrow/ bike / bus given Food drive continues. JH raised the temporary building/ lighting on the venture park. AW explained he needs to know the offenders as they cannot identify the individual businesses. JH can provide the images of those offending and causing light pollution. AW to share Winchendon PC details and Ashendon contact details. Speak to Nigel at Venture Park and contact environment health with details. VI. <u>Speed Watch</u> GP to update SID's although both are working currently. VII. <u>Bucks Recycling</u> Bucks recycling have clarified three items for £20 collection.	AW GP
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	SL raised concern at the Council endorsing this offer and advertising it. AL to look into this concern Next liaison meeting to be confirmed VIII. <u>Venture Park</u> Next meeting to be confirmed IX. <u>Other</u> Church Update read out by SP: I am pleased to report that a small band of helpers has emerged to enable us to keep a monthly service, on the first Sunday of every month, going at Westcott. Whilst there are currently discussions on a diocese and deanery level regarding clergy cover for our area- I can assure Westcott residents that I, and the PCC, have made the strongest representations regarding our belief in the importance of maintaining a Christian presence and church in our rural villages. As previously mentioned, our quinquennial report revealed the need for a large-scale project to renovate the ceiling and repair the roof of the church. This would be a project in which we will need to reach out to the village and seek support to move this project forward, not only in terms of fundraising but also in applying for relevant grants and heritage funds to bring this about. I am reassured by the Archdeacon that we should be able to receive around 60% of the costs from such relevant grant making bodies. The main challenge is the parish church having the personnel to move this project forward (no current churchwarden or PCC officers representing Westcott on the PCC (church council) so the situation is not easy and progress is likely to be delayed. This will be discussed over the next few weeks and months as we see how new leadership of the church emerges. The Revd Caroline Wainman Vicar of Waddesdon, Upper Winchendon, Westcott and Fleet Marston	AL						
160	Finance Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 28.02.25 <table><tr><td>Current Account</td><td>£25975.60</td></tr><tr><td>Savings Account</td><td>£11474.22</td></tr><tr><td>Total</td><td>£37449.82</td></tr></table>	Current Account	£25975.60	Savings Account	£11474.22	Total	£37449.82	
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	Payments to be made: £204.96 for AL Salary £162 for Eon streetlight repair for December but sent to prior clerks address. Now corrected. Survey monies agreed for village green for full survey and utility search. All present agreed these payments.	
161	AGAR / External Audit External Auditors limited assurance opinion 23/ 24 read out by SP Notice of conclusion of audit completed and to be placed on notice board and website.	AL
162.	Planning Matters Planning Register shared prior to the meeting. 25/00251 / APP Plot 9000 Westcott Venture Park Phase 3 of development pursuing to planning permission 24/00860/APP comprising two terraces of modern, flexible employment units and associated car parking, servicing and infrastructure. No Objections raised, however comments raised regarding the correct lighting to reduce the high level of light pollution across the 24 hour period. 25/00296/VRC Satellite Applications Catapult Unit 1100 Westcott Venture Park. Variation of condition 3 (water surface drainage) relating to application 21/04190/APP erection of 5 warehouse buildings for use class E9(g)(ii), welfare building and car parking / vehicular access Council objected as they feel that the building and drainage systems should meet regulations and are concerned that a variation has now been requested to amend the specification. Concerns raised that the recent Parish Council comments / objections are not appearing on the planning portals even though sent within time parameters. AL to contact and feedback	AL AL AL
163	Village Green Enhancement Tender sent out. 1 quote received and second quote awaited. Decision to be made by 21st March 25. RGL surveys to be commissioned to undertake full survey of the village green including the full area of the playground and full utility survey ahead of any works.	AL
164	Defibrillator Community Board have put request for funding into the final stages. 1 week further until outcome released. Parish Council agreed to fund £100 toward the	

	project cost which was requested by the Community Board during the funding submission process. JH to contact British Heart Foundation to confirm availability still of the device.	JH
165.	Land at Lower Green AL to email John Grossart regarding next steps. AW has spoken to Dave Thompson AVE regarding his support	AL
166.	Devolved Grass Cutting Devolved contract received – SP and AL to sign and return. All Councillors approved the acceptance of the Devolution contract for 25/26. AL to contact Blades to confirm go ahead.	SP /AL AL
167	School site AW to identify if tenants are paying council tax AL to contact Oxford diocese to ask about cutting of the top of the hedge	AW AL
168.	Easter Afternoon tea for the Senior residents of Westcott Village Easter afternoon tea to be held on the 10th April in the afternoon for all senior residents in the village. Posters to be finalised and distributed AL to seek raffle prizes and sponsorship support for local businesses.	AL AL
169	Section 106 monies SP reported that a meeting was held with Westcott Cricket club and discussions held and both sides had a more in depth understanding of requirements and process. Last meeting SL suggested 25% for 4 projects. SP proposed that the Council support the Cricket Club with 25% of the section 106 monies equating to £6,800 All councillors present agreed. AL to liaise with Cricket Club re completion of forms and application process.	AL
170	GB Spring Clean To take place 13.04.25 10am to 12 noon	

	Posters to be finalised and circulated	AL
171	Elections Poster to be placed on the notice board to attract new councillors. SP restated requirements for applications. AL has sight of the electoral register for details required for applications.	AL
172	Urgent matters of note Streetlight on Lower Green still not working. AL to follow up again SL concerned at the slow speed sign falling down the pole all the time. All agreed this it to be removed. TW- raised the issue of potholes in High Street. SP has already reported on Fix my Street Village plan – to be deferred until after the election -to be placed on the annual parish meeting agenda Dates of meeting for 25/ 26 to be amended due to the election dates.	AL AL AL
173.	Date of next meeting: Tuesday 15 th April 2025 at 1930hrs at Westcott Cricket Club	
	Part 1 of the meeting closed at 2103 hrs	

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Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor