

Westcott Parish Council

Amanda Ludlow – Clerk

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www.westcottparishcouncil.gov.uk

Meeting Minutes

17th June 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.	
22	Apologies for Absence No absence – all in attendance	
23	Open Forum SP welcomed the members of the public to the meeting and explained the proceedings of the meeting to all present. 2 members of the public were in attendance. Mr Tim Orchard introduced himself to those that did not know him. He came to raise concerns regarding drone flying from the Venture Park – This is an agenda item and SP requested to raise his concerns at that point.	
24	Declarations of Interest None	
25	Approval Of Minutes No amendments - SP signed final filed copy.	

	Following Clerks attendance at a MKBALC meeting all minutes to be on website as draft until approved and then changed to Final minutes.	
26	Matters Arising (not contained in the agenda) NOTED. Spreadsheet of action list shared ahead of the meeting. SID updates still required. JH to create Defibrillator poster to signpost people to it. SL to enquire as to who charges rent for the horses in the land at lower green currently. SL to respond to the War grave Group regarding weeding monthly schedule and renewal of gravel dates.	GP JH SL SL
27	Clerks Report RECEIVED Circulated to all Councillors prior to the meeting. <u>Action points tracker spreadsheet</u> updated and shared and sent ahead of the meeting. See 25-26 tab for this Council Years actions inclusive of last year's outstanding actions. <u>Burial Ground</u> Updated guidance will be shared for comments in next 2 weeks following input from relevant professionals. June 2025. Proposal of fees to be uplifted by 5%. <u>Thames Valley Police</u> Ongoing communications between Susan Goodway and myself. Any issues or concerns that are non-urgent should be sent to: waddesdonNHPT@thamesvalley.police.uk <u>Waddesdon, Westcott and Winchendon Newsletter.</u> Recent edition contained a report for Westcott Parish Council. I will submit an update following the next meeting. Copy needs to be submitted by the 20th. Will include the APM, invitation to join working parties and defib training for the 2nd of September. <u>Westcott Church</u> No update received this month as Rev Caroline is on leave. AL has requested costs for the roof of the church and about using. <u>AGAR and external Audit</u> Internal Audit completed and shared. To be presented at next meeting and finalised. To be submitted for external auditor by 1st July 25. Repayment of 23/24 external audit fees received from Bucks Council	AL AL AL

	Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return to be announced Tuesday 17th June and commence from Wednesday 18th June until Friday 18th July. 7. <u>Defibrillator</u> Extra pads and battery pack received and to be taken to the cricket club for the meeting. Purchased via credit card so AL to be refunded. Due to support by Cllr Ashley Waite the Community Board will be releasing the full amount of £1066.67 to us in the near future. Defibrillator training booked for the 2nd of September at 1930 at the Cricket Club. St Johns Ambulance will be delivering the training for a donation to their funds. To be advertised on website, Facebook and notice board. 8. <u>Land ownership / drainage / Riparian Ownership</u> Landowners to be contacted in next two weeks. 9. <u>Land at Lower Green</u> Email sent to John Grossart following up again. Email received 16.06.25 stating 'I am shortly leaving Bucks Council so will be unable to attend any of the meetings. I will pass the relevant correspondence on to the Asset Management Team (copied) and the relevant Asset Manager will contact you. ' 10. <u>Street Lighting</u> Street light number 16 in Lower green was attended to in February but requires a new Lantern. They will be sending a quote over for us. Street light number 7 in High Street followed up and a repair team had visited but the light is not working still. Email sent to EON to chase up again and ask for quotation for LED lantern vs normal lantern. Response received 16.06.25 apologising for delays in response. All new lanterns will be LED as the older types are no longer available. Quotations received are for an incorrect number of lights from the prior clerk. To be revised and resent. Further to this report – one streetlamp quoted for was for residents committee Linnet Drive / Raven Crescent. Streetlamp in Lower Green is a bracket lamp and requires costings from UKPN before final quote given. 11. <u>Westcott School buildings</u> No response received from Gordon Joyner 12. <u>General Refuse and Dog Waste collection</u> Agreement and Terms and conditions for General Refuse and Dog Waste collection received from Bucks Council. Regularising payment schedule to cover April 25 to March 26. Increase of fees from £114 per bin in 24/25 totalling £342 to £120 per bin totalling £360 per annum. If the Council agrees form to be completed and returned following the meeting	AL AL / JH / SP AL AL AL AL
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	13. <u>New Prison next to HMPs Grendon and Springhill</u> Letters received by all residents regarding construction update. Local community drop in about the reserved matters application for the new prison on the 25th of June 2025 from 3pm to 8pm at Grendon Underwood Village Hall. All comments on the reserved matters of the prison to be received by Sunday 29 June 2025. https://consult.justice.gov.uk/digital-communications/new-prison-in-buckinghamshire/ 14. <u>WPC Insurance</u> Pre renewal insurance questionnaire received from Gallaghers. Completed and returned and awaiting quote. I will request quotes from 2 other alternatives and bring to July meeting. Insurance renewal due 31st August 2025 15. <u>Annual Leave</u> I will be on leave from Sunday 6th July until Thursday 24th July 2025. Out of office details will be placed on my email and a full handover given to Cllr S Pusey ahead of commencement of leave.	AL
28	Reports RECEIVED I. <u>Burial Ground & Churchyard</u> Nil to report II. <u>Church and School</u> SP looking into listing of the school. GE Street and the Victorian Society to be researched into further. III. <u>Website / email</u> - Capacity of emails being reached – particularly of the Clerks email. Archiving and deletion of not required emails to commence. - Reports to be shared using links versus attachments. - JH has trained AL on website additions and editing. IV. <u>Village Green</u> - Watering rota to commence. - Decorare have returned and firmed up all posts that were reported to Cllr Waite as wobbling. Some posts cannot go to far into the ground due to cables below. - AL to contact Bucks Council Tree Officer – Ryan Lloyd to look at Tree Preservation Orders across the village.	SP AL AL

V. Charities

Nothing to raise. AL has contacted Elizabeth Atkinson – Previous Councillor regarding contact for The William Turner Charity

VI. Buckinghamshire Council

Cllr AW updated all present regarding:

Roadworks:

23/6/25 - 30/6/25 new connection for Gas on Quainton Road (same place as the water connection) Two-way lights

SGN 2/7/25 - 10/7/25 Two-way lights on the two houses next to the Chinese in the village

SGN 7/7/25 - 25/7/25 A41 Daytime between On Yer Bike and Station Road two-way lights for UKPN cable laying UKPN Diversion Routes

Emails have been sent to determine that HGV diversion routes do not come through Ashendon and Westcott

Fix My Street:

Blue HGV Signs The order has been issued and is currently with BBPL to complete. Looking at the order BBPL last edited it on the 12th of May, so hopefully it won't be too long.

Green Signs Order with Highways England

Other Issues:

Land at Lower Green:

Graham Cole & Jill Sugden from AVE. Following the meeting, feedback is awaited following the first board meeting in June.

Westcott Venture Park light pollution:

The conversation with Upper Winchendon and Ashendon details has been passed to the clerk.

Additional conversation with WVP to be had.

Freight strategy:

An initial email to Thomas Broom, Cabinet Member, has been sent.

Fleet Marston bridge work:

Now classed as a project, this is just waiting for scheduling.

The School:

Council tax resolved.

Power cuts:

Contact Greg Smith over cause and action - update still to come.

Fly Tipping:

No fly-tipping to report

Yellow sign for Sue to pick up 20/5 chased.

Local plan:

Under the new timeline, consultation on the draft Local Plan will take place in September 2025, allowing residents to comment.

The final Local Plan would be submitted in December 2026, after which a period of examination will take place. The expectation is that the plan would be adopted at the end of 2027.

HS2:

The majority of road closures have now been completed. The only other issue is the eventual removal of the fleet Marston roundabout, which is forecasted for later this year.

There are a number of two-way light closures to happen across the summer to allow for permanent signage on the two new roundabouts at Waddesdon. The first is at Blackgrove Road. The tie-in of the new stretch on the station road is now around 4 weeks behind schedule due to finding a live electric cable, which had to be moved by UKPN.

Station Road, Quainton temporary traffic lights to return to normal traffic lights following delivery of one final bridge component.

Planning:

With regard to Littleton Green: The current numbers are Total Comments 379 now up to 436 Objections 230 now up to 285 Supporting 146, now up to 148.

Ravens Crescent housing: 10 trees to be planted, Ryan Lloyd, tree officer, along with a hedge. Planting scheme is on the planning portal.

Application 25/01544/AAD. Mil2waukee sign to sort - Kirstie Elliot, planning officer, has been emailed to condition the application for daytime only.

Planning Enforcement:

Woodham Railyard: ongoing

Bucks recycling Temp Building at Bucks Recycling:
Olivia March - Head of enforcement Jack Stevens - Senior enforcement officer
7/5/25 Js emailed illumination fixed Still taking a view on the temporary building Plasterboard should not be stored in the building.

23/5/25 chase email

10/6/25 chase email

Where is the plasterboard being stored? Is it in the open air?

What is the plan for the lighting on the temporary building during the winter?

Will this be addressed?

What is the definition of a temp building?

Westcott Venture Park:

Excessive lighting to be addressed.

Bucks recycling - the timer has been addressed, but issues for the winter need to be sorted 24-hour lighting across the venture park to be dealt with across a few buildings.

Evidence from Upper Winchendon and Ashendon has been sourced.

A case has been logged with Environmental Health for light pollution.

VII. Speed Watch

Request for volunteers made at APM and in Waddesdon Newsletter

VIII. Bucks Recycling

Response sent to SP regarding the yard was not open on the Saturday that there were complaints of noise made due to no access from other works occurring in the venture park.

	IX. <u>Venture Park</u> SP reported that they are awaiting a meeting to be held to involve Savills, WPC, WVP to discuss lights, drones, concrete blocks, noise and light pollution.	
	Meeting adjourned at 1950hrs to allow access for tractors and trailer requiring access. Recommenced at 2005hrs.	
	X <u>Other</u> Nil noted	
29	Finance Report NOTED Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 17.06.25. Current Account £9111.58 <u>Savings Account £21560.84</u> Total £30672.42 Awaiting payment for grant of Defib costs of £1066.67 Payments to be made: £204.96 for AL Salary £100 for Internal Auditor £50 for Accountancy services (annual) £510 for defib pads and batteries repayment to AL £59.98 to GP for hosepipe and padlock for Village Green £42 for NALC Planning Framework training £22 for Hammerite paint purchased by G Land for the Village Water Pump All present agreed these payments. Council viewed the monthly / quarterly / annual payments and resolved these can be paid with a 5-10% variance without having to bring them to a Council meeting. Payments agreed for 2025 / 2026 are as follows: <u>Monthly Direct Debits:</u> Unity Trust Bank Charges £6 HMRC (variable on salary earned) £23.85. <u>Monthly prior agreed payments:</u> Clerks’ salary £204.96 Blades Grass Cutting £1179 <u>Annual Prior Agreed payments:</u> MKBALC £76.34 General and Dog Waste Bins £360	

	Agreement to be filed in Finance Folder	
30	AGAR APPROVAL SP Read out the received Internal Auditors Report dated 23.05.25. I have completed the internal audit of Westcott Parish Council financial statements for the year ended 31 March 2025. The records reviewed were in good order and the cashbook was well presented. The audit was carried out remotely and was aided by the new website. An observations /actions report is attached which requires to be considered at a Parish Council meeting. A reminder that both the internal and external audit reports must be considered by the Parish Council and minuted and uploaded to the website. As required any items indicated as “Not Covered” must be explained. Internal Control Objective ‘F’ has been ticked as “Not Covered” as the parish council does not operate a petty cash system and there were no cash transactions. Internal Control Objective ‘O’ has been ticked as “Not Applicable” as it is my understanding that the parish council does not act as a trustee. A.G. Skeggs Cipfa / Cilca <u>Audit Observations:</u> <u>Review of Minutes</u> It was found that most of the minutes shown in 2023 and 2024 still showed as draft. Not to upload minutes as draft. Just upload the agreed version. Low Priority. Actions: Following attendance at a Clerks Essentials training session by MKBALC advised to post as draft and then change to approved once approved. <u>Review of Minutes</u> It was found that the minutes did not list the payments made each month. To comply with the Transparency Code all payments must be listed either within the body of the minutes or as an appendix at the end. Direct debits and standing orders should also be listed. High Priority Actions: All financial payments have been listed following this being brought to our attention since April 25 <u>Completion of Audit Notification</u> The document "Completion of Internal Audit" was a blank document and was not related to the Internal Audit. This document should be removed from the website and replaced with the 2023/24 Internal Audit report. Medium Priority Actions: AI to check through the website and upload relevant documentation	AL

	4 <u>Insurance</u> The details on the cover letter showed an address of 37 Hilda Wharf, Aylesbury. HP20 1RJ The address details for the insurance should be updated to show the current Clerk's address. Medium Priority Actions: The Address has been changed with the Insurers and is currently under renewal with the correct details 5 <u>Asset Register</u> The listing of assets just shows the year end value. There is no comparison to the previous year. The asset register should have columns of the 1 April value, additions, disposals and then a 31 March value. Medium Priority Actions: Asset register to be updated to reflect the requirements The Annual Governance Statement 2024 / 25 was read out to all Council and was approved and signed. The Accounting Statements 2024 / 25 was read out to all Council and Confirmed and signed. Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return read and completed with the dates of announcement as 17th June, commencing on 16th June and ending on 18th July 2025. To be placed on Notice Board and on Website. To be sent to external auditors as expenditure exceeded £25k.	AL AL AL
31.	Planning Matters Planning Register shared prior to the meeting. 25/01544/AAD Signage on Building 1030 WVP sent in on 16.06.25 with objections for lighting to only occur during office hours and that the signage size was excessive for the size of the building and faced onto open countryside. New Prison next to HMPs Grendon and Springhill Letters received by all residents regarding construction update. Local community drop in about the reserved matters application for the new prison on the 25th of June 2025 from 3pm to 8pm at Grendon Underwood Village Hall. All comments on the reserved matters of the prison to be received by Sunday 29 June 2025. https://consult.justice.gov.uk/digital-communications/new-prison-in-buckinghamshire/ Claydon Solar Park – SP to respond with further objections on behalf of the Council.	SP

32	Land at Lower Green Update Email response received from John Grossart 16.06.2025 stating he is shortly leaving Bucks Council and will pass the relevant correspondence to the Asset Management Team. amt@buckinghamshire.gov.uk AW reported that the offer of change to WPC is still on the table. AL to follow up for a meeting in the next 2 weeks. AW – to discuss with AVE at a scheduled Board meeting with new directors (delayed due to elections)	AL AW
33	Unauthorised temporary building – Bucks recycling, Westcott Venture Park Ongoing issues that are not being addressed causing great concern. Olivia March / Jack Stephens have not yet responded to AW or SP. Response from Darren Eggleton received assuring that Environmental Health and Enforcement will be in touch - nothing has been received. All agreed that concerns regarding the temporary building and storage of plasterboard have not been heard. Conditions on planning stated no further lighting, however further lighting is present. AW will speak to the relevant persons to gain an action response. AL to email D Eggleton / Chris Manda regarding a response to prior emails	AW AW AL
34	To NOTE Councillor Vacancies Application received from Mr James Sisk. All approved the appointment of James Sisk to the Council. AL to sort the required documentation and provide meeting dates for James.	AL
35	Drone Flying Discussion Concern raised by Tim Orchard to Cllr TW and hence placed on the agenda. TO Lives in Westcott and has a small plane and airstrip on the outskirts of the village. He has observed a number of drones flying close by to his house and the village. 2 1/2yrs ago he spoke with WVP re his concerns about air safety and was advised to stop flying. TO tried to repeatedly contact and engage with 4 separate companies on WVP and Waddesdon estate to discuss.	

	One company appointed a new person to coordinate who was flying a drone on WVP land on the other side of the road to TO's house. They noted they would be flying in a 2-mile radius of WVP 12 hours a day for the next 4.5 months. This has changed today to 24 hours a day for the next 4.5 months. Advised on NOTAM – posted on aviation sites and internet. TO show the Council today's print out. 4 drone operators were to have met but 3 did not turn up. SP has emailed Nigel at WVP who assured her that there is a date in the diary to meet and discuss drone flying. There has been no notification of dates. SP will request a meeting urgently and TO invited to attend for his aviation knowledge. Concerns heightened due to the historic aviation beacon remaining on WVP which many small aircraft use, hence a lot of light aircraft traffic over the site. TO is also in conversation with Waddesdon Estates as they also have drones flying there and there was a significant crash there a few years ago with light aircraft.	SP
36	Quotation of ongoing website management fee – quarterly AGREED. Quotation received from Hut Six for quarterly website checkup – update word press core and plugins, run security check and advise on any recommended adjustments. £30 per quarter / £120 per year. Any required amendments to be at a fixed rate of £30 per hour. Council approved this quote. AL to contact Hut Six and proceed.	AL
37	To DISCUSS and AGREE next steps from the Annual Parish Meeting Thank you to Gerald Land for painting the Village pump so soon after the meeting. Paint purchase price to be refunded. Communications via website, Facebook, notice board and the Waddesdon newsletter to be made for various working groups to commence in September – Playground refurbishment, village upkeep, meeting groups, village green watering etc.	AL AL
38	Urgent matters of note SL stated on Sunday 16th June – offensive bad smells coming from sewers near the old venture park entrance.? Venture Park or village? To contact SP with dates and time when noted and she will contact the WVP. GP stated that the Clerks laptop has reached a critical point and needs to be replaced. All agreed to purchase up to a maximum of £600 and be updated at the next meeting due to the urgency of this.	GP

39	Date of next meeting: Annual Parish Council Meeting 29 th July 2025 at 1930hrs at Westcott Cricket Club	
	Part 1 of the meeting closed at 2124 hrs	

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Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor