



HALTON PARISH COUNCIL MEETING MINUTES

Date: 24 Jan 2024
Location: Halton Village Hall
Time: 19.00 – 21.00

Attendees:

Cllr J MacKinnon, Cllr B Thompson, Cllr C Waddams, Cllr S Barber, Cllr J Kumela, Cllr S Holcroft, Cllr C Booker, Clerk Fiona Richardson, Flt Lt Kira Down, Cllr P Strachan, Cllr R Newcome

24.001 Apologies:

Cllr S Bowles
Sqn Ldr Edward Lismore

24.002 Declaration of Interests:

None

The Chair Closed the meeting for the Open Forum:

24.003 Open Forum

No members of the public were present

RAF:

A confidential report was read on Lead Health and Safety Protocol on the RAF site:

The security barrier in front of the RAF accommodation on McEwan Ride, cannot be covered to camouflage its unsightly appearance as it would obstruct the health and safety signs which are situated on the railings surrounding the property.

No RAF events planned in the next two months, business as usual.

Actions:

RAF to provide information on the VAS Camera on Chesnut Ave – what is its current functionality as there are concerns it is not working and that potential obstructions caused by branches may be affecting the sensor's performance.

RAF to send report which covers the RAF lead safety procedures to the clerk via email. RAF to respond to the further enquiry from HPC relating to lead reported on the allotments historically.

County Councillors

Cllr R Newcome reported back regarding the demand-responsive travel service, a specific launch date has not been given however it is estimated it will be Easter 2024

The Halton Woods Strategic Planning Document has been published for consultation.

The councillors have noted and will monitor the issues raised concerning Halton canal bridge and the potential proposed opening of the canal from Buckland to Wendover for canal boats.

Action:

HPC to respond to the Primary care strategy consultation– published by the Bucks, Oxfordshire, Berkshire integrated careboard.

HPC to respond to the Halton SPD consultation

Cllr Steve Bowles to report back to HPC on Street Lighting matters and provide a point of contact at Bucks Council who can work with HPC on getting the two disconnected lights turned back on, on the B4009

On receipt of an email from Cllr S Barber, Cllr R Strachan to investigate if HPC can use an ANPR (Automatic Number Plate Recognition) camera on Halton Lane to monitor and deter overweight lorries crossing the bridge and preventing further damage to the bridge.

The chair opened the meeting

24.004 Minutes

Following a unanimous vote of acceptance, the Chair signed the minutes of the 22nd of Nov 2023 HPC meeting, and reviewed actions.

24.005 Clerks Report

- The establishment of Scribe Accounting by the clerk has streamlined financial record-keeping, with payments, receipts, and the asset register up to date. Councillors J. MacKinnon and B. Thompson have received training on utilizing Scribe for monitoring spending and generating reports. The clerk tracks expenditures and income against the 23/24 budget, ensuring accurate tracking.
- An Internal Auditor, Bridget Knight from Ivinghoe Parish Council, has been engaged and is scheduled to conduct an audit at the end of April 2024.
- Financial reports for HPC meetings and audits will be exclusively produced on Scribe. The clerk has reviewed the 23/24 budget, compiled the 24/25 budget, and presented it to the finance committee for review and analysis.
- Efforts are ongoing to address Streetlights repairs with Bucks Council. The clerk is also conducting a review of dog poo bins, including ownership and emptying procedures.
- Meeting dates and newsletter publication dates are accessible on the website. The Ring Doorbell is set for use pending the installation of a router extender.

24.006 Finance

The budget for 24/25 was unanimously approved with specific amendments. (See Finance Actions)

The 23/24 budget is currently on track, and new budget items include increased hours for the booking's clerk/admin-caretaking role.

Key modifications involve a statutory pay increase for the clerk, the addition of an assistant clerk's salary, elevated power and contractor expenses and the printing of the newsletter. It is worth noting that a recorded 4% inflation in the UK in December 2023 has been considered in the budget planning.

The future RAF closure which will result in an overnight large-scale increase of residents in Halton Parish emphasises the necessity of an increased rate change to the precept and maintaining momentum over a 5-year period to ensure there is sufficient funds to propel us into the future.

The Fire Risk assessment and recommendations for the fitting of a fire alarm were reviewed.

Decision

The bank balances and payments were approved

The Budget for 24/25 was approved subject to the following amendments: the addition of funds to employ an admin clerk for 9 hours a week on a salary of £15

an hour. This role would be an expansion of the current booking clerk's role to also include caretaker management of the village hall and parish office admin.

The approval of the precept request 24/25 was unanimously approved at - 8% £47271.60 - for the year 24/25 which equates to an increase of £3501.60 on last year's precept an increase of £9.88 year, for Band D Properties.

Unanimous agreement for the fitting of the fire alarm up to the amount of £3000 was approved. Subject to receiving three grants and final approval by email to confirm costs before engaging suppliers to complete the work.

24.007 Planning

The following planning applications were considered, and neighbouring parish councils consulted

24/00012/APP - HALTON The Spiral 16 Lower Farm Halton Village Halton Buckinghamshire HP22 5NS

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Decision:

Clerk to record comments by 1st Feb 2024 - Neutral

24.008 Neighbourhood Plan (NP)

Bucks Council has published its SPD to outline the areas allocated for housing and green spaces. Policies from our draft NP have been taken into consideration and sighted at page 61 of the document. A consultation has begun with a community public consultation session on 21st of Feb at Halton village hall.

Action:

Clerk to apply for a NP grant in 2024

Cllr J MacKinnon to review the SPD and align with HPC NP

24.009 Closure of RAF Halton

Action:

Cllr B Thompson to lead on HPC's response to the SPD Consultation.

All councillors are urged to thoroughly review and provide feedback to Cllr B Thompson by email by COP Mon 12 Feb 24.

The finalization of the HPC response will occur after the public consultation at the village hall on Feb 21st. The Buckinghamshire Council deadline is March 4th, and a meeting is scheduled on February 26th at 7pm in the Parish Council Meeting Room to agree the PC's formal response.

In addition, a flyer will be distributed to every household in Halton Parish in February 2024 to promote the SPD community public consultation session at the HPC village hall on February 21st.

Cllr S Holcroft, Cllr B Thompson, Cllr J MacKinnon, Cllr C Waddams will organise and support the event at the village hall on February 21st, 2024.

Cllr C Waddams to design a flyer to advertise the SPD consultation event at the village hall which can be hand delivered to residents of the village by 14 February 2024.

24.010 Policies, Procedures, Contracts

Policies, Procedures, Contracts were reviewed by HPC

Decision:

- The following policies were unanimously approved / adopted without comments.
- Biodiversity Policy and the Draft Action plan:
- Equality and Diversity Policy
- Data Retention – File naming convention
- Grants and Donations Policy
- Complaints Procedure

Actions:

- Risk Register – to be approved by 31st of March 2024. Cllr J. Kumela to complete a draft of the document and discuss with Cllr J MacKinnon, present for review and adoption at the March HPC meeting on the 27th 2024.
- Lone working to be completed by the Clerk and Cllr J MacKinnon and approved by the March HPC meeting on the 27th 2024.

24.011 Consultations

Local Council Award Scheme (LCAS) criteria review

Action:

Reviewed with no comments.

24.012 Highways

A Highways report was provided.

- **Bridge Inspection Meeting with CRT:**
 - Scheduled on 13 February 2024 to address bridge cracking.
- **Road Maintenance:**
 - White lines reinstated at CA/HL junction; delayed SLOW markings in Halton Lane to be followed up.
- **Drain Clearance and Flooding:**
 - Successful clearance at CA/HL junction in December improved flooding conditions.
- **Pothole Situation:**
 - Ongoing repairs; new potholes persist.
- **ANPR Investigation for HGV Monitoring:**
 - Exploring options for HGV ANPR monitoring near Perch Bridge; challenges expected. Exploring possibility of utilising police ANPR
- **Data Collection for Overweight HGVs:**
 - Aiming to gather accurate data to support BC (Buckinghamshire Council) submission based on David Cairney's report.
- **Response to BC Report on Accidents:**
 - Urgent need for Bucks Council to reply on Halton Lane accidents and speed measures.
- **MVAS Replacement in Chestnut Ave:**
 - Considering replacement due to malfunctions; budget and laptop requirements under review. A Grant application should be drawn up following a decision.
- **MVAS Data and SWARCO Maintenance:**
 - December MVAS data compromised; ongoing monitoring, possible SWARCO intervention to fix issue, this should be covered by maintenance contract.
- **Reporting Potholes and Trees:**
 - Upcoming reports on identified potholes and overhanging trees. Have asked about a badger sign for the B4009.

Action :

Cllr S Holcroft to investigate community speed watch, report back to HPC with a plan of action to implement this year.

Cllr S Barber and Cllr S Holcroft to review risk/process for the changing of the MVAS batteries and to purpose, if appropriate the replacement of the MVAS for one with mains power. Cllr J Kumela to review the risk. Discuss at next HPC meeting and if required approve submission of a bid for grant funding to replace camera.

Cllr S Holcroft to submit a fix my street report request for overgrowth of the verge near the Halton Wooden Sign and the footpath to airfield to be cleared of overgrowing vegetation which is reducing the width of the path.

Cllr S Holcroft to send email to Clerk which includes text for a request for community workers to clear pavements and gullies in specific areas of the village.

24.013 Environment

EV (Electric Vehicle) Charging Points - is progressing with the next meeting in spring.

Canal: The upcoming Halton bridge –feasibility study – report which is bring commissioned by the Wendover Canal Trust on how the potential opening of the canal between Buckland and Wendover can be achieved and what it will cost was discussed. Cllr J MacKinnon will arrange meetings with the Chairs of local parishes to ascertain if they support HPC in their concerns regarding the re-opening to motorised boats. And the effect on local roads if the bridge at Halton is replaced with a humpback or swing bridge. Halton bridge is owned by Buckinghamshire Council.

Action :

Clerk to continue to chase up outstanding streetlight matters

There are issues with the visibility of deer, badger, and road signs due to tree coverage. Cllr S Barber to follow up on this

24.014 Village Hall

- Damp work and french drain completed
- Seeking quotes for external decoration work.
- Bi-monthly income v expenses report -
Nov – Dec: Income: £2230.78
Nov-Dec Outgoings: £-2147.94
Income v Outgoings: £82.84
- Annual review of Booking Clerk will take place in March
- We have conducted the annual utilities service, Gas, Electrics, pat testing, gas circuits, emergency lights, with many lights requiring replacement, all plumbing issues were fixed

- Annual Safety Checks – fire safety, fire extinguishers
- Review of Risk Register – Cllr Jon Kumela working on this

Decision: It was agreed that the Village Hall committee will be disbanded and that village hall matters will now be discussed, and reports presented at the Bi-Monthly. HPC Meetings

Action:

Clerk to write to committee members to let them know and to give thanks for all their hard work over the years.

Clerk to invoice the Wendover Community Board for the Damp work stage 2 work.

24.015 Communications

The local community is actively engaging on the Facebook hub. Councillors have been proactive in posting updates and information to keep the community engaged and informed.

HPC 2023 A Year in Review report has gone on social media this evening and is a great celebration of work completed this year. Thanks went to Cllr C Booker for collating and presenting the information.

Cover photos will feature nature and environment this year.

It was proposed that a Photo competition could be held for residents of the village.

Action:

Cllr C Booker, J MacKinnon, and the Clerk to meet in February to discuss the ongoing management of social media and Comms Channels

Comms committee meeting to take place in March 2024

24.016 Community Events

Music in quite places will take place late in June 2024 details to follow.

The Village Hall is booked for the Wendover Canal Trust Canal Opening Ceremony event on 28 June 2024 so that people walking along the canal can stop off to use the facilities at the Village hall.

Action:

Cllr J Kumela to liaise with the Wendover Canal Trust Canal Opening Ceremony.

Village Hall booked for the event so people can use the toilet facilities.

24.017 Grant Applications / Projects

An update on current grants/projects was given.

Action:

Victorian window refurb and external refurb of village hall-
Clerk to submit grant application once quotes have been received.

Replacement mains power MVAS – grant application postponed until later in March

NP application – Clerk and Cllr J MacKinnon to apply for a grant March/Apr

23.018 Matters of Report

Nothing to report

23.019 Correspondence and Circulars

Halton Bridge Letter

Resident letter against re opening of the canal and change to Halton Bridge Canal and River Trust letter to arrange a meeting to assess the Perch bridge cracks

23.020 Date of Next Parish Council Meeting March 27th, 2024, at 7pm, Halton Village Hall.

23.021 Confidential Items

No Confidential Items

The meeting finished at 21.12 hrs..