



HALTON PARISH COUNCIL MEETING MINUTES

Date: 27 Sept 2023
Location: Halton Village Hall
Time: 19.30 – 21.00

Attendees:

Cllr J MacKinnon, Cllr B Thompson, Cllr C Waddams, Cllr A Jimson, Cllr S Barber, Cllr J Kumela, P Strachan, R Newcombe, Sqn Ldr E Lismore

23.087 Apologies:

S Bowles, Wing Commander P R Seanor

23.088 Co-option:

The council discussed and decided to co-opt Mr S Holcroft to fill a vacant position. Mr S Holcroft accepted the office, and the council approved the co-option through a unanimous vote.

Mr S Holcroft and the clerk then signed the acceptance of office form in front of the Parish Council.

Existing councillors expressed their warm welcome to Cllr S Holcroft and congratulated him on his appointment.

DECISION: Mr S Holcroft was unanimously voted on to Halton Parish council.

Action:

Clerk to ensure Cllr S Holcroft completes the declarations of interest form.
Clerk to send Cllr S Holcroft welcome information and to provide email and shared drive access.

23.089 Declaration of Interests:

None

Action:

Cllr A Jimson, Cllr S Barber to update their register of interests' record. The remaining Cllr information records still provide an accurate record.

The Chair Closed the meeting for the Open Forum:

23.090 Open Forum

RAF

- Streetlights – Chris Heritage is our contact person for the leased cable, the RAF are currently locating the agreement, and this has now been escalated higher.
- Fireworks display on Wed 1st of Nov on the Rugby Pitches, near back of Kommode Hall, starting at 7.15 pm. Residents of Halton Village are welcome to come along.
- The RAF Heritage Open Day was a success.
- Remembrance services, the RAF are supporting 8 events on Sunday 12th of Nov.

County Councillors

Cllrs S Barber updated the County Cllrs on urgent and outstanding road safety issues, in particular the dangerous situation now that the chevrons on the bend of Halton Lane have been taken out by a car and need replacing. It was reported again that this is recurrent accident hot spot.

County Cllrs reported that the 'request a ride bus' is still in the tender stage. The service running in HW has proved successful.

Cllr Newcombe explained the change in planning due to the slip in the 5-year supply in the north and central areas. He advised Cllrs to reference the Nat planning policy framework PARAGRAPH 11.

Halton Parish Council thanked the County Cllrs for supporting Halton Parish Council's application to the Wendover Community Board, for a grant to contribute towards the damp repairs at Halton Village Hall.

The County Councillors offered their congratulations to Cllr S Holcroft on his joining HPC (Halton Parish Council).

Actions:

Cllr S Barber to recirculate the report on Highways to all Cllrs.

Clerk to record recognised Highways related risks in Halton Parish on the Halton Parish Council Risk Register

The chair opened the meeting

23.091 Minutes

Following a unanimous vote of acceptance, the Chair signed the minutes of the July HPC meeting, and actions reviewed.

Actions:

HPC to conduct a Risk Register Review. *Carry forward*

HPC to research and apply for NP funding. *Carry Forward*
HPC to complete Lone Working and Data Retention Policies.

23.092 Clerks Report

- The clerk is in the process of setting up Scribe Accounting – expected completion Nov 2023. The clerk recommended that the Bookings Clerk is employed to input all invoices and receipts from 2023 into the new system to enable us to be up and running quicker with the system, ready for budget setting in Nov.
- The clerk is still chasing the repair of the streetlights with National Power Networks – fix pending - due by end of Oct 2023
- The AGAR (Annual Governance and Accountability Return) has now been approved by the external auditors without comments
- New refuse collections have successfully begun
- The clerk attended her 3rd Cilca training session

Decision:

Cllrs unanimously approved the Bookings Clerk to work 24 hours in Nov to input the finance records into the new finance system, Scribe.

23.093 Finance

It was acknowledged that the final precept payment of the year was paid.

Decision

The 12-month Street Light Energy Contract presented by EDF energy and procured by Unity aid, for supply in 2024 was unanimously approved.

23.094 Planning

Hampden Fields

DECISION: Await feedback on all planning applications and comments from Weston Turville before commenting on all applications.

Action:

Clerk to investigate if HPC can claim S106 money from this development which will impact Halton.

Clerk to understand from Weston Turville Council, what the likely impact of the large development will be on Halton Parish.

23.095 Neighbourhood Plan (NP)

At the last meeting, HPC were notified by the DIO (Defence Infrastructure Organisation) that the whole of the RAF site can be part of the HPC NP.

Action:

Cllr J MacKinnon to rewrite our NP to incorporate the RAF Site.

Cllr S Holcroft to assist with the NP.

23.096 Closure of RAF Halton

The public consultation on the supplementary planning document for the 1000 homes in Halton is delayed due to the are being part of the Chiltern Beechwood special conservation area.

Action:

Cllr B Thompson to update Cllr S Holcroft on the closure of RAF Halton.

23.097 Policies, Procedures, Contracts

The HPC Code of Conduct Policy has been reviewed and updated.

DECISION:

The HPC Code of Conduct Policy was unanimously approved.

23.098 Consultations

Permitted Development Rights Preparation of Local Plans Streamlining and enabling the fast delivery of National Significant Infrastructure Projects

Action:

Cllr B Thompson will reply to the Preparation of Local Plans.

Cllr J MacKinnon to reply to the Permitted Development.

No comments for the others.

23.099 Highways

- Multiple reports pending County Council dates.
- MVAS (Mobile Vehicle Activated Signs) data (Sept to date):
- 12k speeders out of 57k vehicles (23.7%).
- Max speed: 60 mph in September.
- 17.5k speeding vehicles (27.7%) in Chesnut Ave, trend shows increase 50-65 mph. 12k speeding vehicles in Halton Lane. Total speeders 29k.
- Top speed recorded on Chesnut Ave 90mph
- Total speeding incidents: 24k.

Speeding Mitigation:

Consider Community Speed Watch for additional data and prevention.

Bridge Usage Issues:

- Overweight vehicles, especially Enterprise Skips, persist on travelling over Perch Bridge. Clerk has sent letters to companies whom HPC have seen using the bridge with overweight vehicles.

- Recent dangerous accident reported as a medical incident with 3 witnesses, 8th accident this year on Halton Lane. Chevron which has been knocked down, needs to be replaced urgently, awaiting response from County Council.
- Near-miss with a dog walker, resulting in a knocked-out chevron.

Action

BC Cllr Steve Bowles to report to HPC on outcome of Road Safety Report to BC Clerk to report faint slow signs which need to be repainted.
Highways leads to investigating setting up a Community Speed Watch scheme.

23.100 Environment

The tow path on Perch Bridge to Halton will be resurfaced during the autumn.

Bucks County Council project to deliver electric charging points and have agreed to use Halton to put in the electric vehicle charging points into the village hall car park. Bucks Council hope to start work on the HPC car park in April next year.

Action

Clerk to contact Wendover Canal Trust to get confirmation of dates, access for works and to ascertain if wildflower seeds can be added to the bank when it is reseeded. HPC are happy to supply the wildflower seeds.
Clerk to follow up on conversation with Canal Trust to procure the Kingfisher metal signs which the Canal Trust no longer wants and which HPC wishes to reposition next to the heritage board.

DECISION: HPC unanimously agreed to remove the broken dog bin which is in a dangerous location on Halton Lane and has a broken lid.

23.101 Village Hall

Internal painting has now been completed.

A grant application to the Wendover Community for the French drain, submitted by Halton Parish Council, to enable the completion of the second phase damp repairs, has been approved with 61% contribution from the community board to the total project costs.

Further renovation work is now required:

- Plaster replacement, cleaning, and decoration needed.
- Barge boards require repair.
- Renovation needed for a feature window affected by rot.
- Renovated and redecorated the three old sides.

Action: Cllr A Jimson to get quotes for the renovation work

Clerk / Cllr to apply for a grant to cover the completion of the works

DECISION:

Cllr A Jimson presented a design and draft costings for the new village sign which was unanimously approved by HPC.

Action:

Cllr A Jimson will now get a final quote for the sign.

23.102 Communications

The Chair has held a meeting with Cllr C Booker, the Communication Lead, to explore upcoming communication strategies. During the discussion, it was highlighted that there exists a communication gap, particularly in the narrative conveyed through social media regarding the activities of the parish council

Action:

Cllrs to communicate more socially about what they are doing, Utilising the projects excel spreadsheet to be more aware of and to log the projects and the activities we are doing.

Cllr C Booker to review and amend the social media policy and comms policy to reflect latest communications strategy.

Cllr C Booker to update the hub to match the seasons. Encouraging people to share it.

Cllr S Holcroft to have access to post updates on social media

DECISION: Remove Halton Parish Council Facebook Page and utilise Halton Hub to reach out to the community.

23.103 Community Events

The local community have stepped up to the request to get more involved in organising community events at the village hall. 34 people attended the cheese and wine tasting event in Sept and more events are being planned. HPC applauded this great community involvement and participation.

Action:

Cllr C Waddams to request an article about the events for the next edition of the village newsletter.

23.104 Grant Applications

Wendover Community Board Approved the Village Hall damp repairs grant application with a 61% contribution.

23.105 Matters of Report

Nothing to report

23.106 Correspondence and Circulars

Nothing to discuss

23.107 Date of Next Parish Council Meeting 22 November 2023 7.30pm

23.108 Confidential Items

No Confidential Items

The meeting finished at 21:42 hrs.