



DRAFT HALTON PARISH ANNUAL COUNCIL MEETING MINUTES

Date: 22 May 2024
Location: Halton Village
Hall
Time: 19.00 – 21.00

Attendees:

Cllr B Thompson, Cllr C Waddams, Cllr J Kumela, Cllr S Holcroft, Cllr J Lord, Cllr H Veloso, Clerk Fiona Richardson, Sqn Ldr Ed Lismore

24.044 Election of Chair:

Cllr J Mackinnon was proposed as Chair by Brian Thompson and Caroline Waddams and a vote was taken.

Outcome: Cllr MacKinnon was unanimously elected as Chair. Cllr J MacKinnon accepted the position and will sign the Declaration of Acceptance of Post on her return from leave.

24.045 Appointment of Vice Chair

Cllr Brian Thompson was proposed as Vice Chair by Stuart Holcroft and Hugo Veloso and a vote was taken.

Outcome: Cllr Thompson was unanimously elected as Vice Chair. B Thompson was appointment to Chair the meeting on behalf of the Chair

24.0246 Apologies:

Cllr J MacKinnon, Cllr C Booker, Cllr P Strachan, Cllr R Newcome, Cllr Peter Strachan

24.047 Appointment of Members of Committees and Roles and Responsibilities:

- **Chair of Finance Committee:** Cllr. B Thomson supported by Cllr J MacKinnon, Cllr J Kumela and Cllr H Veloso
- **Chair of Communications Committee:** Cllr. C Booker, supported by Cllr C Waddams and Cllr S Holcroft
- **Environment Lead:** Cllr. C Waddams supported by Cllr H Veloso
- **Highways Lead:** Cllr. S Holcroft with supported by Cllr J Lord
- **Health & Safety Lead:** Cllr. J Kumela supported by the Clerk
- **Community Events Lead:** Cllr. Jon Kumela
- **Governance Lead:** Clerk

24.048 Declarations of Interests

No declarations of personal or pecuniary interests were made.

The Chair Closed the meeting for the Open Forum:

24.049 Open Forum

RAF: The RAF representative provided an update on current activities.

- Foliage around MVAS camera to be cut back.
- Fence line gaps – inspected and requests submitted to fix holes.
- Letter to be sent regarding Nuffield Pavilion visit for Halton Parish Council (no lift).
- Storage of canal equipment for the next phase may be stored on RAF premises.
- More fly pasts expected on 19th June & 10th July: Annual Reception.
- The Annual Reception will take place on the 10th of July.

District and County Councillors: Updates were given on local matters.

- Martin Tett has been voted on again as leader.
- Highway cameras to record overweight vehicles is being considered for Perch Bridge, it is looking like it will be fitted in the next month.
- The local plan is still progressing.
- It was proposed to Bucks Council that the speed signs should also be placed by Perch Bridge. Also recommend reducing speed to 20miles per hour and provide additional safety.

Action:

- Cllr S Bowles to establish who overweight vehicles can be reported to. Cllr S Bowles to discuss with Bucks Highways how the weight

restriction signs currently in place in the village can be adjusted so that they face oncoming traffic.

- Cllr S Barber to send an email to Cllr S Bowles listing the above matters.

No members of the public were present

The Chair opened the meeting

24.050 Minutes

The minutes of the Parish Council Meeting held on 27th March 2024 were agreed and signed.

Review of Actions: All actions from the previous meeting were reviewed and noted.

Action:

Clerk to add minutes to the HPC website.

Approved

24.051 Clerk's Report

- **Financial Audit:** Internal audit completed by auditor Bridget Knight; HPC passed the audit. AGAR (Annual Governance & Accountability Return) paperwork to be sent to external auditors.
- **Health & Safety** – many updates and improvements have taken place to ensure the village hall and parish council office is compliant with legislation.
- **Next Meeting Date:** Moved from 10th to 3rd June due to clash with RAF annual Parish Event.

Action:

Assistant Clerk to place notice of audit on the noticeboards.

Clerk to send off the AGAR paperwork.

24.052 Finance

The precept has been received

The VAT refund has been received

Decision

Bank balances and payments were unanimously approved.

AGAR: Unanimously approved and signed by Chair.

Approval of Assistant Clerk & Caretaker role, 15hrs a week
 NJC Scale LC2 SCP 23, £30,151 (£15.67 per hour)
 pro rata plus Local Government Pension Scheme

Finance Committee Minutes: Ratified from the meeting on 14th May 2024.

The following items were unanimously approved for purchase

Health & Safety and Office Items	Price
1. Inspiron Inspiron 16 Laptop	£649.00
2. Logitech MK295 Silent Wireless mouse & keyboard combo	£43.59
3. HP M27f monitors 27" (x2) £149.99	£298
4. HDMI Cables (x2) £10.00	£20
5. Desk Lights (x2) £16.96	£32.00
6. 50pc Wooden Pins for noticeboards	£4.59
7. HSE (Health and Safety Executive) approved First Aid Kit	£19.00
8. HSE Poster and Accident Book	£27.18* Already purchased
9. Laptop stand (x) £19.99	£39.98
10: Fixing of emergency lights (see quote / 2 nd quote pending)	£500
Total	£1633.34

Scribe Bookings software

Name	Price	Quantity	Subtotal
Monthly Subscription			
Venue Bookings subscription fee per month	£23	Billed Monthly	£23
Onboarding			
One-off onboarding fee	£189	1	£189
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (initial payment, excl VAT)			£189
Monthly Total Thereafter (excl VAT)			£23

24.053 Planning

The following planning applications were considered, and neighbouring parish councils consulted **23/01876/ADP**:

Decision: Neutral. HPC supports the comments from English Heritage

24.054 Neighbourhood Plan (NP)

Updates on the Neighbourhood Plan were received.

National Policy Framework Update:

The National Policy Framework has been updated to include design guides. These guides are mandated for County Councils but recommended for Parish Councils.

Buckinghamshire Council Update:

Buckinghamshire Council has produced its design guide.

HPC existing draft design guide will now need to be reworked as part of the Neighbourhood Plan (NP) work this year.

Key Takeaways from Recent Planning Course attended by Chair:

Encouragement of Neighborhood Plans:

The Government continues to encourage Parish Councils to develop Neighbourhood Plans.

Integration of Design Codes:

Design codes have more planning weight if integrated into the NP rather than as separate documents. We will consider this integration during the re-write.

Funding Announcement:

The new funding for this financial year has not yet been announced. We will apply once the announcement is made.

NP Work Resumption:

Work on our Neighbourhood Plan will resume once the final Strategic Development Plan (SDP) is published.

Action: Cllr J MacKinnon and Clerk to apply for grant when funding window opens.

24.055 Closure of RAF Halton

Updates were provided on the status of the RAF Halton closure. Awaiting SPD approval.

Action:

Cllr B Thompson to set up a meeting with Kingsbrook Council for insights on land management.

Cllr B Thompson to arrange a viewing of the Nuffield Pavilion and other community buildings for continuity planning.

24.056 Policies, Procedures, Contracts

Policies, Procedures, Contracts were reviewed by HPC

Decision:

Reviewed and unanimously approved/adopted the following:

HPC Financial Regulations & Finance Committee TOR

HPC Co-option Policy

HPC Standing Orders

HPC Hazard Register (Risk Assessment)

HPC Communications Policy

HPC Code of Conduct

HPC Health and Safety Policy & Procedures Manual

HPC Data Protection & Privacy Policy

HPC Data Retention Policy

HPC Environmental Policy

HPC Social Media Policy

Model Publication Scheme

Village Hall Terms & Conditions of Booking

Insurance Policy

24.057 Consultations

Street Trading Policy Consultation: Discussed and feedback prepared.

COSIPL: Consultation on accountability in public bodies discussed.

Decision: Support Wendover Parish Council's comments on the street trading policy.

No Comment on Cospil

Action: Clerk to submit feedback supporting Wendover Parish Council's Comments

No Comment on Cospil

24.058 Highways

Reports received on highway conditions and required actions were agreed upon. Highlights included

- Potholes: Ongoing repairs are being carried out.
- Flooding: Drainage Channels: Requested drainage channels on Upper Icknield and beyond Perch Bridge to be clear.

Canal and River Trust:

- Current Condition: The trust is satisfied with the current wear and tear, with no structural changes needed. The road is identified as problematic and weak.
- Prosecution Authority: Need to identify the authority responsible for prosecuting offenders. People are ready to gather information but need official authorization.

Speeding:

- MVAS Data: Police are taking no action based on the data. Stuart has been trained in community speed watch and has volunteers. Locations need to be identified.
- Effectiveness: MVAS is effective in reducing speed. However, the MVAS outside St. Michaels Close is no longer recording data, though it still flashes speeds.

Pavements:

- Vegetation Overgrowth: "Fix My Street" should address and clear overgrowth shortly, with work scheduled for early June.
- On-Pavement Parking: Efforts are being made to prevent on-pavement parking in the village. Cards will be placed on cars, requesting drivers not to park on pavements and explaining the reasons.
- Dog Waste Bins: Bins are being emptied more frequently.

Actions:

Identify Locations for Community Speed Watch and organised volunteers: Cllr Holcroft and volunteers to pinpoint suitable locations.

Fix My Street Requests: Monitor the clearance of overgrowth and report any issues.

Parking Cards: Distribute cards to educate residents about the impact of on-pavement parking.

Track Grit Bin Status: Follow up on the progress and status of the grit bin requested for St Michaels Close

Increase the frequency of emptying the dog waste bin near Coslett Stand
Cllr S Holcroft and Clerk to meet with Local Area Technician in two weeks to discuss pothole repairs and flooding assistance.

HPC assess the need for new walkways on Halton Lane and Airfield Road

Questions for County Councillors:

Identify authority for enforcing overweight vehicle restrictions.

Re-align weight limit warning signs at the Wendover end.

Consider a localised speed reduction at Perch Bridge.

Questions for RAF:

Clarify maintenance responsibilities for verges and hedges.

Request to cut grass on the triangle between St Michaels Close and McEwan Ride.
Request to trim overhanging branches on the footpath at the start of McEwan Ride (South).
Remove Dog Bin- Cllr S Holcroft to organise

24.059 Environment

Work has begun to set up a streetlight working party and produce a review report.

Decision:

Cllr Veloso to complete a recommendation report on street lighting.
Cllr C Waddams to establish the streetlight working party.

24.060 Village Hall

An annual report was presented.

All health and safety aspects of the hall and its management has been reviewed, policies and procedures updated, fire alarm fitted, accident reporting updated, and hall hirers t&c's updated to meet health and safety requirements. Work is ongoing to establish external annual and biannual required checks of lighting, emergency, and fire safety.

Decision: Following feedback from a hall event and reports from electrical engineer HPC is required to improve the electric fuse board to enable more power to be available at events and to bring the lighting system up to date.

Role of Assistant Clerk & Caretaker was unanimously approved, 15hrs a week

NJC Scale LC2 SCP 23, £30,151 (£15.67 per hour)
pro rata plus Local Government Pension Scheme
authorised, position to start in July.

Actions:

Clerk to get quotes to update electrics.

Clerk to get quotes for annual fire and health and safety checks requiring external supplier.

24.061 Communications

The Parish Council Noticeboards have been updated

Actions:

Project Comms: Councillors are encouraged to plan and post news updates on social media about the projects they manage.

24.062 Community Events

- Wendover Canal Trust official opening: 28th June, 10am-3pm.
- Music in Quiet Places: 22nd June in the Church.
- A Village Christmas pub night and Village BBQ we suggested as potential future events.

Action:

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

24.063 Grant Applications / Projects

An update on current grants/projects was given. No opportunities for grant applications were proposed.

Action:

- Submit grant application for Victorian window refurb and village hall exterior.
- Postpone grant application for MVAS replacement.
- Apply for NP grant in the next funding round.

24.064 Matters of Report

Nothing to report. Preferred traders policy/ liaising with local business.

24.065 Correspondence and Circulars

Correspondence and Circulars were made available at the meeting.

24.066 Date of Next Parish Council Meeting 3rd July 2024, at 7pm, Halton Village Hall.

24.043 Confidential Items

No Confidential Items

The meeting finished at 20.20 hrs.