



# HALTON PARISH COUNCIL MEETING

## Minutes

**Date:** Wed 25th January 2023  
**Location:** Halton Village Hall  
**Time:** 19.30 – 21.30

**Meeting called by** Clerk, Fiona Richardson, on the 18<sup>th</sup> Jan 2023

**Attendance:** Cllr Jane MacKinnon, Cllr B Thompson, Cllr C Waddams, , Cllr S Barber, Cllr J Hickey, Wg Cdr J Wren RAF, Cllr R Newcombe, Cllr S Bowles, Cllr P Strachan, Clerk, Fiona Richardson

**23.001**      **Apologies**  
Cllr A Jimson

**23.002**      **Declarations of Interests**  
No declarations of interest were given.

### **Open Forum**

5 minutes were given for members of the public to raise questions, make comments, suggest items for future agendas, give notices etc.

#### **a. RAF**

A report was received from a representative from the RAF.

- The RAF have had busy winter months and training is now back up and running
- Preparation has begun for the Coronation and Freedom of Bucks Parade.
- More filming will take place in Halton house over the next few months.

Action: Site visit to be organised between Jackie Wren and Cllr Barber. Awaiting Cllr MacKinnon's reply to the Station Commander.

## **b. County Councilors**

Cllr Newcombe congratulated HPC on the excellent Neighbourhood Plan exhibition, held at Halton Village Hall in January.

Demand responsive travel: Bucks Council has available money from the Department of Transport to run two experimental schemes in High Wycombe and Halton. The scheme for High Wycombe has begun but the scheme which covers Halton has had to be put to tender again in February 2023. The original company that was awarded the contract has now withdrawn, as it cannot run the scheme due to the recent increase in cost of living, making it unviable. Bucks Council hope to complete the new tender process by May 2023 with the scheme starting in late summer / early Autumn 2023.

There is an underspend by the Community Board and the Parish Council is encouraged to place grant applications by the end of January.

Funding continues for the Household Support Grant helping hand scheme. Welcoming spaces are now available, along with warm boxes and other local community services.

The Bucks Council budget is with the scrutiny committee 80%, of councils are submitting an increased budget of 4.99%.

Proud of Bucks Award nominations are open and entries are welcomed.

The Chair opened the meeting.

## **23.003**

### **Minutes**

Cllrs agreed and the Chair signed the minutes of the Parish Council Meeting held on 23<sup>rd</sup> Nov 2022.

The Chair and the Cllrs reviewed the actions.

#### Outstanding Actions:

Cllr B Thompson to follow up and organise a meeting date to brief Cllr's on progress of the Strategic Planning Document for the Halton site.

A warm space initiative was trialed in the Village Hall during December: Only 3 people attended, so it was decided that there is not a need in Halton for this service and that the service will not be continued.

Cllr C Booker / Cllr C Waddams to advertise where local Warm Spaces can be accessed via the newsletter and in social media.

Cllr A Jimson / Clerk to refresh adverts for the deliberator around the Parish to remind Parishioners where they can be accessed – The Village Hall and the Halton Tennis Centre.

**23.004**

### **Clerk's Report**

MS365 has now been rolled out to all council members – MS further training planned in the spring to enable Cllrs to get further use out of the MS365 suite of products including teams.

#### Action:

Clerk to roll out MS365 to our volunteers who collect and collate the MVAS data.

**23.005**

### **Finance**

The payments and bank balances were reviewed and agreed.

#### Decisions:

The finance committee meeting summary was presented and agreed: the proposed 4.99% increase on the precept request for 23/24 was unanimously agreed.

**23.006**

### **Planning**

No Applications

**23.007**

### **Neighbourhood Plan**

The draft plan has been completed.

An open day was held in the village hall on Saturday 21 January to give parishioners the opportunity to find out more about what the Parish Council has achieved during 2022 and its plans for 2023. The draft Neighbourhood Plan was on display and Cllr's were present to answer questions relating to the Neighbourhood Plan and the RAF closure. The day was a success with 40 people attending, with most people staying for 30 mins to an hour to read the plan and ask questions. The Parish Council thanked the parishioners for attending and for their positive feedback.

The Parish Council thanked Cllr J MacKinnon for her extensive hard work to date on the Neighbourhood Plan.

#### Action:

Cler: Prompt feedback for survey online.

Cllr C Waddams to place information in the newsletter.

Clerk to record feedback on social media.

**23.008**

### **Closure of RAF Halton**

The Parish Council will be attending the second Strategic Planning workshop for the Halton site on 1st February. The final workshop will be held on 29<sup>th</sup> March when it is hoped that the draft Strategic Planning Document will be completed.

Halton Parish Council is still awaiting a date to meet with the Bucks County Museum to discuss and understand their requirements.

Action:

Cllr B Thompson to contact Bucks County Museum

**23.009**      **Policies, Procedures, Contracts**

Decision: Utility Aid 12-month offer for a street lighting contract was presented and was unanimously approved by Halton Parish Council.

**23.010**      **Consultations**

Bucks Council Settlement Borders Consultation was presented. This document gives Bucks Council a baseline for all Parishes to inform the new Bucks Local Plan.

Action:

Cllr J MacKinnon and Clerk to complete the consultation document and circulate to all Cllrs for comments prior to submission.

**23.011**      **Highways**

Cllr S Barber gave a report :

- 3 accidents in January 2023 in Halton Lane. Reports of other accidents too, but just anecdotal at this point.
- Siding out on Halton Lane which was reported as a health and safety risk and this work has now been completed.
- Siding out on Chestnut Ave has been delayed till new contractors in April

Actions:

Cllr S Barber is putting together a booklet of all road accidents in the Parish with accompanying photographs as evidence to send to Transport for Bucks All in agreement

Cllr S Barber to mention in the newsletter article that Parishioners should take photographs of road traffic incidents/accidents and send them to the Parish Council to build our evidence.

Cllr B Thompson to apply to The Rectory Foundation for a grant to repair the church tower windows.

Cllr S Barber to investigate who is responsible for the VAS cameras by Tree Tops which is not believed to be working

**23.012**      **Environment**

The Canal has been cleared.

LED Lighting is being considered as a cost saving activity by Halton Parish Council.

Positives: cost efficient, less energy

Negatives: it is energy efficient but uses blue light which is bad for human health and wildlife, it is dangerous to bats, insects, and moths as it decreases the life span of wildlife.

Action:

Cllr Waddams to provide a paper looking at the pros and cons of LED lighting

**23.013**

### **Village Hall**

Work will commence in February to fix the damp issues and then making good will happen at Easter.

Decision:

HPC unanimously approved the engaging of a fire assessor to assess the village hall and to advise on the fitting of fire alarms.

**23.014**

### **Communications**

Noticeboard – Thanks were given to Cllr B Thompson with regards to updating the heritage notice board, it is a significant improvement.

Open Gardens promotion has taken place and HPC now await locals to register their interest.

Actions:

Add a notice about the listed properties in the village.

Print and laminate add a GR Code to promote the Neighbourhood Plan

Improve HPC Council noticeboards – A Comms meeting to be held to discuss how it can be improved and what information should go on it.

Decision: It was unanimously approved by HPC that our contracted gardener will be asked to clean HPC notice boards once a year.

**23.015**

### **Community Events**

A meeting took place with Cllr A Jimson and Cllr J Kumela to discuss open gardens events A least 10 gardener participants to run the event. No sign-ups from advert placed in Dec a deadline of April 2023 to apply to enter.

Action :

Cllr B Thompson to follow up on dates for Music in quite places and will advertise when confirmed.

Cllr J Kumela and Cllr J MacKinnon to assist further in recruiting people to sign up with Open Gardens.

**23.016**

**Grant Applications**

- a. Village hall damp repairs and decoration, fire assessment and installation of alarms
- b. Coronation Open Garden Celebration, bunting promotion and catering
- c. Flag pole repair (in collaboration with the church and new village hall sign. New heritage sign in the center of the village, which contains information about local heritage and information.
- d. Led lighting/Lighting supply cost
- e. Road safety white lines and studs / corner of Halton Lane
- f. Purchase of additional MVAS for B 4009

Action:

Clerk to organise meeting for grant planning each year.

**23.017**

**Matters of report**

For members to report any additional issues not included on the agenda. Any items requiring a decision will need to be included on the next agenda

**23.018**

**Correspondence and circulars**

Circulars were made available at the meeting but were not discussed.

**23.019**

**Date of next Parish Council Meeting 22 March 2023, Halton Village Hall, 7.30pm**

**23.020**

**Confidential Items**

No confidential matters were raised

Cllr C Booker, B Thompson, J Wren send their apologies for the next meeting.