



HALTON PARISH COUNCIL MEETING

Minutes

Date: March 22nd 2023
Location: Halton Village Hall
Time: 19.30 – 21.30

Meeting called by Clerk, Fiona Richardson, on the 16th of March 2023

Attendance: Cllr J MacKinnon, Cllr C Waddams, Cllr S Barber, Cllr J Hickey, J Kumela, Sqn Ldr M N Copson RAF, Cllr P Strachan, clerk,

23.021 Apologies
Cllr A Jimson, Cllr C Booker, B Thompson, Wg Cdr J Wren RAF, Cllr R Newcombe, Cllr S Bowles

23.022 Declarations of Interests
No declarations of interest were given.

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

Grit Bins – A resident from the village has requested Bucks Council fill a grit bin and for an additional grit bin to be placed in the village.

A resident from the village commented that there is a military house that is being slowly renovated and looks unsightly from the direction of McEwen Ride, he asked the RAF representative if it is possible for this to be screened.

Falklands Memorial Garden: A resident noted that the small garden in the shape of The Falkland Islands has been left to become overgrown, trees are now growing through it, and they need to be cut down and the shrubs reshaped as the commemorative plaque is hardly visible. Could this work be carried out as it is a part of our military heritage which should be retained.

A Safari supper is to take place at the end of June 2023.

A resident asked if the church flagpole will be repaired, the Parish Council has been awarded a grant from the Wendover Community Board to assist the church in repairing the flagpole.

a. RAF Update

A report was received from a representative from the RAF.

Training continuing as normal, two weekly graduations are taking place, back to pre-covid schedules.

The RAF are preparing for the Coronation; Halton is a staging unit. A contingent of RAF Halton will be attending the Coronation event in London.

Re: B4009 – change of speed proposal – no update to date.

The RAF asked HPC for an update on the Street lighting – repairs on B4009.

The HPC Clerk replied that HPC are currently working towards getting the lamps fixed, one has been fixed on the corner of Chestnut Ave with a second closest to Chestnut Ave to be fixed in the next few weeks. Two lights on the B4009 have no power which has been logged with the National Power Networks and HPC are awaiting a fix. One other lamp on the B4009 requires complex repairs which will hopefully be completed by the end of April 2023.

Action:

RAF: To update on progress on the change of speed on the B4009, the state of the footpath which has not been sided out, and flood water on the road when wet drenches people on the pavement. Photo evidence was provided.

HPC: To send video to the Local Area Technician for action and to request that the path be sided out as the next path clearance in the Parish.

b. County Councilors Update

County Councilors reminded HPC to contact them for help with issues.

As a council, Aylesbury managed to make a balanced budget this year and they have confidence for the next year that the system will work as we would expect it to.

Aylesbury Council are Spending £100m on potholes and roads over next 4 years. Report potholes on fix my street.

EV (Electric Vehicle) charging points in Wendover are currently on trial for those who do not have a driveway. The Chair added HPC are going to be part of the EV survey to see if they would be suitable candidates to have a charge point in the VH car park.

Councilor Strachan commented that the Halton Supplementary Planning Document has a lot more details about the redevelopment of Halton. A professionally written document that is sympathetic to the RAF legacy of Halton. Workshops are running to develop the document further. 4 HPC Cllrs attend the meetings. The Cllrs are currently awaiting output from the second workshop meeting. The third and final workshop meeting is on the 29th of March and then it will go out for public consultation in the summer. It is important to get public support.

Cllr J MacKinnon commented that when HPC wrote the Neighbourhood Plan (NP) the Defense Infrastructure Organisation (DIO) objected to RAF Halton being part of the parish plan and so it was removed. A black line on the NP Map denotes the area deemed 'Operational' by the RAF and therefore excluded from the Plan and its policies. HPC met with the DIO to answer their queries on the NP I, which informed their formal feedback.

As the SPD (Supplementary Planning Document) for the Halton site is underway, they no longer object to the whole of the RAF Halton site being included in the NP. HPC will write to Buckinghamshire Council to apply for a new Neighbourhood Area, which will cover the entire Parish. This will result in a requirement to conduct the whole public consultation process again, as it will be deemed an entirely new Plan.

The chair opened the meeting.

23.024

Minutes

Cllrs agreed and the Chair signed the minutes of the Parish Council Meeting held on 18th Jan 2023

The Chair and the Cllrs reviewed the actions.

23.025

Clerk's Report

The Clerk is busy preparing for the Annual Financial review and audit. The clerk will be on leave from 1st of April –18th April.

23.026

Finance

The payments and bank balances were reviewed and agreed.

Decisions:

The Cllrs unanimously retrospectively agreed, following approval from the Village Hall Committee, to sign up to fixed rate 3-year contract for gas and electricity for the Village Hall. Utilising the broker Utility Aid who are specialists in working in non-sector and recommended by the National Association of Local Councils. They also agreed to have a smart meter fitted in the village hall to bring efficiency and cost savings.

Approval of quotes to fix 2 streetlights on the B4009 – Quotes from Sharpes and Sparks were presented and approved, with the recommendation that LED (Light Emitting Diode) lights should not be fitted whilst the environmental disadvantages of LED lights are considered by the council.

23.027

Planning

No Applications

23.028

Neighbourhood Plan

The public consultation finished on the 5th of March.

Cllr J MacKinnon is analysing public and statutory consultation outcomes and DIO feedback and ascertaining what will need to be reviewed and amended by the deadline of the end of May.

Action:

Cllr J MacKinnon to have a meeting with Bucks Council about changing the neighbourhood area.

Closure of RAF Halton

22.029

The new Buckinghamshire Plan has made a call for sites to build suitable for house building. The DIO has put forward the airfield and two green fields next to the tennis center. HPC has opposed any building on fields within the green belt and on the airfield due to coalescence with Weston Turville and Aston Clinton, and the impact of another 2,000 cars on our narrow country roads if the airfield is developed.

HPC supports the development of the technical (built) site within the VALP (Vale of Aylesbury Local Plan) strategic allocation for 1,000 homes. HPC have attended and contributed to all the SPD Workshops and will continue to do so, to make sure HPC gets the best outcome for our community.

The SPD principles support the VALP Policy of 1,000 homes across the site. The design of the site will be landscape led with 50% green infrastructure and includes retention of the existing sports facilities, a new school and community center.

22.030

Policies, Procedures, Contracts

Decision:

To review draft policies, circulate and agree at the AGM (Annual General Meeting) in May 2023.

Policies were allocated to various Cllrs who will now review the Policies and amend and submit for approval at the next HPC meeting

HPC Standing Orders – Cllr J MacKinnon and Clerk

HPC Communications Policy – Cllr C Booker

HPC Data Protection Policy – Clerk

HPC Data Retention Policy – Clerk

HPC Environmental Policy – Cllr C Waddams

HPC Health and Safety Policy – Cllr J Kumela

HPC Lone Working Policy – Cllr J Kumela

HPC Social Media Policy – Cllr C Booker

HPC Privacy Policy – Clerk

HPC Risk Register – Cllr J Kumela

HPC Safeguarding Policy – Cllr J Kumlea

HPC Co-option Policy – Cllr J MacKinnon and Clerk

Action:

Clerk to present draft copies of the documents to the Cllrs to edit and review.

23.031

Consultations

The boundary Commission Submission completed and approved by HPC was submitted.

23.032

Highways

Due to the changeover of contractors all actions with Aylesbury Council have been placed on hold. After the 1st of April HPC should be able to get started on the pending actions.

Decision:

HPC would like to coopt a Cllr to support the large amount of work that needs to be done relating to Halton Parish Highways.

There has been an Increase in the volume of traffic in Halton Lane – 6000 vehicles a day one way which provides further evidence that the road is being used as a rat run. Could HPC potentially apply for HS2 funding utilising this data.

The top recorded speed in Chestnut Avenue and Halton Lane has remained below 55miles an hour for two months running. This provides evidence that the

MVAS (Mobile Vehicle Activated Signs) and VAS signs are working and helping to reduce speed.

Action:

Cllr S Barber to apply for a grant to fund another mains operated sign in Chestnut Avenue and move the mobile sign to Halton Lane on the other side of the bend so people traveling over Perch Bridge into the village will be alerted of their speed before they enter the bend. Then we can apply for a mains operated MVAS sign.

Action:

Cllr S Barber to write a piece for the next newsletter on the positive impact that the MVAS is having on speeding though the Village.

Action:

Clerk to circulate the link to the highway's spreadsheet to the Cllrs.

Clerk and Cllr S Barber to follow up on work further on the highways grant applications which have been placed or are in progress.

23.033

Environment

Cllr Waddams, has attended two meetings of the climate action group in Weston Turville, to see if it is worth HPC setting up a group. The group have been awarded a grant from the Wendover community board to do home surveys – using thermal energy guns so that parishioners can find out where the cold spots are in their house and can improve their homes. They are having solar panels fitted on the village hall and will let parishioners know what sort of energy they manage to capture. They are thinking of setting up a repair café

Action:

Could HPC do something similar? HPC to advertise in the village newsletter to see if anyone would like to join a Halton Climate group.

Decision

A report was circulated which summarised the detrimental effects of LED lighting on insects. Halton Parish Council wants to be sustainable and look after wildlife. The Council voted to determine if they should remain with sodium lights or move to LED lights. The vote was in 3 –1 in favour of remaining with sodium lights whilst further research is done into energy and wildlife efficient lighting options.

The option of moving Halton Parish Councils Street lighting to LED lights for cost saving was discussed and it was noted that – 5% -10% detrimental to insects.

Halton Parish Council would like lighting to be to be sustainable and look after wildlife, do we stay on sodium or move to LED lights?

Action:

Cllr C Waddams to provide a paper looking at the pros and cons of LED lighting and which energy efficient lights are compatible with the insect population.

23.034

Village Hall

The minutes from the January Village Hall meeting were presented.

The Booking Clerk has resigned and the process of recruiting a new bookings clerk is now underway.

The Councilors gave their thanks and praise to Mike Jimson for all his hard work over the years. The Chair stated that Mike has done a marvelous job, it is thanks to him that the Village Hall is self-funding.

Work to repair the damp has begun.

Action:

Cllr A Jimson and Clerk to recruit and induct a new bookings clerk.

23.035

Communications

- Update plans for the Noticeboards are underway following a Comms Team meeting.
- The purpose for each board is now defined
- Content has been proposed and plans to review and action before the Coronation.
- Other local Parish noticeboards have been photographed and shared within the Comms Group.
- A vote on content of the MAIN PC (Parish Council) Noticeboard next to the bus shelter will be shared on Facebook group the village hub.
- The process for Facebook content was proposed and approved.
 - General Council orientated posts will be posted by the Clerk (Fiona) on the HPC PAGE
 - Items forwarded for community sharing to Comms Lead (Cat) for creative and sharing.
 - HPC Councilors to email Cllr C Booker if there is anything to share, before Thursdays each week for publishing.

The Chair thanked the comms team for their hard work and stated that it would be great to get the noticeboards updated and to have a regular system of review.

Cllr Waddams reported that the village newsletter will be published on the 1st of May. All articles to be submitted by the 18th of April

23.036

Community Events

Recruitment is still on going for Open Gardens, 4 villagers have volunteered to show their gardens so far and one local resident has offered to do advertising and publicity for the event.

23.037

Grant Applications

- a. Village hall damp repairs and decoration fire assessment and installation of alarms – grant award pending review
- b. Coronation Open Garden Celebration, bunting promotion, and catering- grant award pending review
- c. Flagpole repair (in collaboration with the church) and new village hall sign. - Grant awarded
- d. Led lighting/Lighting supply cost- Grant not awarded.
- e. Road safety white lines and studs / corner of Halton Lane - grant award pending review
- f. Purchase of additional MVAS for B4009 -grant award pending review

Action:

Clerk to organise meeting for grant planning each year. Cllr S Barber to apply for grant from Rectory Homes.

23.038

Matters of report

No matters of report

23.039

Correspondence and circulars

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

23.040

**Date of next Parish Council Meeting 24 May 2023 (Annual HPC Meeting)
Halton Village Hall, 7pm, HPC Meeting 7.30pm Halton Village Hall**

23.041

Confidential Items

No confidential matters were raised

Finished at 9.30

Date:

Signature of Chair:

Finance Transactions:

Budget Heading	Code	Transaction Date	Transaction Type		Debit Amount	Credit Amount
07 Pension	Pension	24/02/2023	DD		51.68	
20 Village Environment	Gardener	21/02/2023	SO		120	
25 Electricity	Electricity	20/02/2023	DD		233.32	
D Hall Income Regular	Hall Hire	17/02/2023	FPI			112.5
D Hall Income Regular	Hall Hire	17/02/2023	FPI			90
27 Gas	Gas	17/10/2022	DD		156.17	
D Hall Income Regular	Hall Hire	17/02/2023	FPI			24
06 Subscriptions	ICO	10/02/2023	DD		35	
D Hall Income Regular	Hall Hire	09/02/2023	FPI			48
D Hall Income Regular	Hall Hire	08/02/2023	FPI			42
05 Admin	Printing	08/02/2023	FPO		350.13	
29 Maintenance	Lightbulb	08/02/2023	FPO		7.99	
03 Chair's allowance	Volunteer Chocolates	08/02/2023	FPO		17.57	
17 Bus Shelter	Bus shelter	08/02/2023	FPO		24.96	
22 Dog Bins and Village Toilet	Village Toilet Hire	08/02/2023	FPO		94.9	
19 Street Lighting - Repairs	Street Light repairs	08/02/2023	FPO		172.73	
14 Misc. Expend	Ms365 and support	08/02/2023	FPO		121.07	
29 Maintenance	Village Hall Decorating	08/02/2023	FPO		181.68	

D Hall Income Regular	Hall Hire	08/02/2023	FPI			99
D Hall Income Regular	Hall Hire	07/02/2023	FPI			72
D Hall Income Regular	Hall Hire	07/02/2023	FPI			192
18 Street Lighting - Energy	Electricity	06/02/2023	DD		610	
D Hall Income Regular	Hall Hire	02/02/2023	FPI			147
D Hall Income Regular	Hall Hire	02/02/2023	FPI			120
D Hall Income Regular	Hall Hire	01/02/2023	FPI			96
D Hall Income Regular	Hall Hire	01/02/2023	FPI			60
24 Salary VH	Booking Clerk Salary	01/02/2023	SO		150	
14 Misc. Expend	Wi-Fi	01/02/2023	SO		43.14	
01 Salary (inc. tax and NI)	HMRC	31/01/2023	FPO		270.71	
01 Salary (inc. tax and NI)	Salary	31/01/2023	FPO		846.78	
05 Admin	Printing	31/01/2023	FPO		157.99	
26 Water	Water	30/01/2023	DD		16.5	
07 Pension	Pension	26/01/2023	DD		51.68	
E Hall income irregular	Hall Hire	25/01/2023	FPI			52.5
20 Village Environment	Wild Verge	21/01/2023	FPO		35	
13 Audit	Internal Audit	25/01/2023	FPO		175	
29 Maintenance	VH Cleaning	25/01/2023	FPO		140	
20 Village Environment	Wild Verge	25/01/2023	FPO		46.8	
30 Maintenance	VH Cleaning	26/01/2023	FPO		140	

E Hall income irregular	Hall Hire	23/01/2023	FPI			30
20 Village Environment	Gardener	23/01/2023	SO		120	
20 Village Environment	Wild Verge	18/01/2023	SO		29.97	
05 Admin	Printing	18/01/2023	FPO		90.74	
05 Admin	Printing	18/01/2023	FPO		61.98	
05 Admin	Printing	18/01/2023	FPO		255.99	
E Hall income irregular	Hall Hire	25/01/2023	FPI			55
E Hall income irregular	Hall Hire	16/01/2023	FPI			45
27 Gas	Gas	16/01/2023	DD		156.17	
D Hall Income Regular	Hall Hire	16/01/2023	FPI			20
D Hall Income Regular	Hall Hire	12/01/2023	FPI			30
E Hall income irregular	Hall Hire	12/01/2023	FPI			30
E Hall income irregular	Hall Hire	11/01/2023	FPI			30
D Hall Income Regular	Hall Hire	10/01/2023	FPI			15
14 Misc. Expend	Ms365 and support	10/01/2023	FPO		101.15	
22 Dog Bins and Village Toilet	Village Toilet Hire	10/01/2023	FPO		94.8	
18 Street Lighting - Energy	Electricity	06/01/2023	DD		610	
14 Misc. Expend	Wi-Fi	04/01/2023	SO		43.14	
D Hall Income Regular	Hall Hire	03/01/2023	FPI			10
D Hall Income Regular	Hall Hire	03/01/2023	FPI			37.5

24 Salary VH	Booking Clerk Salary	03/01/2023	SO		150	
D Hall Income Regular	Hall Hire	03/01/2023	FPI			60
D Hall Income Regular	Hall Hire	03/01/2023	FPI			40
D Hall Income Regular	Hall Hire	03/01/2023	FPI			95

Date:

Signature of Chair: