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|  | Great Horwood Parish Council |
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| DRAFT |
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| Minutes of the Ordinary Parish Council Meeting held on Tuesday 12th March 2024 at 7.30pm in the Scout Hut, School End, Great Horwood. |

Present: Cllr John Gilbey (JWG) Chairman, Cllr Caroline Cousin (CC) Vice Chairman, Cllr Jonathan Evans, (JJ), Cllr Thomas Lee (TL), Sarah Biswell (SB Clerk), Mandy Cliffe (MC LHPC Clerk), Bucks Cllr John Chilver and 3 members of the public.

Please note, to comply with Data Protection rules, names (other than councillors or persons who have previously given their permission) will not be used in Great Horwood Parish Council Minutes.

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|  | **To receive apologies for absence**  Bucks Cllr Sir Beville Stanier, Cllr Jackie Goss (JG). |
|  | **To receive declarations of interest**  None. |
|  | **Confirmation of the Minutes of the Parish Council meeting held on 13th February 2024**  The minutes were agreed as a true record and were signed by Cllr Gilbey at the meeting. |
|  | **To consider matters arising from the Minutes of the last meeting (not otherwise included in the Agenda)**  The Clerk referred a statement onto Buckinghamshire Council (BC) from a member of the public re the actions taken at Nook Park, no response had received at the time of the meeting.  The Clerk chased up BC re the site meeting on Nash Road concerning access to the road/two kerb drop down and is currently awaiting a response.  The 2 volunteers for the Planters are now taking over this and will feed back to the Parish Council over the coming months.  Following the meeting with Cllr Evans, Cllr Lee and the Clerk, a Great Horwood Parish Council Facebook Page has now been set up and launched.  The Clerk has contacted Ian Lamberton and the dates for the forthcoming Parish Council meetings have been noted in the Village Hall diary.  The Clerk is still to review the Standing Orders/Disciplinary and Grievance policies **(Action: Clerk)**  The Internal Auditor has been appointed for the 2023/2024 Audit. |
|  | **Public Participation Period**  A resident wanted to advise that there may be an issue with draining on the Nook Park site as water has collected at the bottom of Willow Road, by Nook Park. They were advised to report this on Fix My Street. Cllr Gilbey said he would take a look at this **(Action: Cllr Gilbey).** |
|  | **Report from Buckinghamshire Councillors**  Cllr Chilver confirmed that the Buckinghamshire Council budget for the coming year had been passed and details of this are on their website.  The suspected flooded/blocked culvert on the A413/Addington was being discussed with Bucks Local Area Technician - lights and cones are back out on the road for road safety until the flooding has subsided. |
|  | **Horwode Pece Management Committee Report**  Report received with thanks.  At last month’s meeting, it was agreed to go ahead with the replacement reconstituted plastic timber surround and a Contractor was chosen to provide this. Due to the additional cost of the HIAB needed for delivery (an increase of approximately 17-18%) it was considered cost effective to go ahead with ordering the materials for both the Toddler and Teenager area at the same time. Savings would also be made on the craned delivery of materials for both surrounds at the same time. A further meeting of the Horwode Pece Management Committee was due to take place the following day to follow up on installation and plan the working party. It was noted that next year’s Budget allocation will allow for any further purchases of rubber chippings should they be required. |
|  | **Footpaths Report** No report received. |
|  | **Roads Report**  Nothing to report. |
| 10. | **Parish Maintenance**  **Dog Litter Bins**  This was delivered and installed and Buckinghamshire Council have confirmed that this bin will be added to their rota for emptying/collection. Cllr Cousin asked whether a dog waste bin should be installed for the new amenity space, Shorts Field. It was noted that, as Shorts Close was to remain a private road, a bin could only be sited on Nash Road, and was unlikely to be used by residents of Shorts Close. It was therefore agreed that there would be no bin at this site.  **Litter Pick**  This is due to go ahead on Sunday 17th March 2024 at 10am on The Green – Councillors were invited to join this. The GH Scouts and Cubs will be in attendance. Reminders have been placed on Facebook to let people know when this is happening. Buckinghamshire Council have been instructed to pick up the litter bags after 8.30am on Monday 18th March. |
| 11. | **Refurbishment of the Village Hall – update**  A Practical Completion meeting and sign off happened on 1st March 2024. Awaiting final invoice from the original Contractor. 10 volunteers have come forward to help with cleaning but more are needed for the redecoration. The Boiler has been recommissioned but needs a thermostat as the old one was removed when the stage was dismantled. New kitchen should be fitted in the next couple of weeks. The flooring is still to be installed. It was noted at the last meeting that a new Party Wall Notice was to be issued with regard to the neighbouring building works in the site of the old garage.  This has been received and a dispute raised.  An Agreed Surveyor has been appointed and has made his report.  The Village Hall Trustees are content with this. Work is now progressing well on this site. |
| 12. | **Planning Report**  The Planning Report was received and noted. |
| 13. | **Issues arising from the Planning Report**  Nothing to report. |
| 14. | **Other Planning Matters**  **The Crown**  The Parish Council have received the following notice from Buckingham Council.  *We have managed to secure an injunction and will be taking the owner to high court - we have been given a court date of the 22nd March 2024. Given the condition of the building inside, the roof covering is no longer sufficient and I have specified that a fully scaffolded temporary roof must be in place and no further works are permitted to take place without listed building consent. The owner had not followed our guidance in terms of the membrane and given how wet the building is inside, it needs to be allowed to dry out. He has also, removed a chimney to the rear, re-instated the rear window opening in the wrong place (without the lintel) and various other structural works. We have been given a court date of the 22nd March 2024. I will let you know the result the following week*.  It was agreed that this is to be monitored - **(Action: Clerk)**  **Nash Road**  Replace with   Lodge Park Homes are going to replace the kissing gate access to Shorts Field to give inclusive access to all residents wishing to use Shorts Field.  They will be installing a pedestrian gate to the landscape buffer at the same time, and fencing the retention pond. There are still some finishing works to be carried out, which will be completed once the weather improves. Lodge Park Homes envisage having everything ready for transfer under the S106 agreement by May/June.  It was noted by the Chairman that he was aware that The Swan public house is due to open in April 2024 with new tenants. No further details are available at this time. |
| 15. | **Unity Trust Bank**  The new bank/savings account with Unity Trust Bank has been set up online on 4th March 2024 and we are just waiting for the switching to go across from the TSB main account. Further signatories can be added to the new Unity Trust Bank account in due course once it is up and running. Further updates at next meeting (**Action: Clerk).** |
| 16. | **Metrobank**  Clerk’s ID verified by Metrobank (Aylesbury) and a new signed Business Account Mandate was signed at this meeting by Cllr Gilbey and Cllr Cousin. Clerk to submit to Metrobank to progress access to this account **(Action: Clerk).** |
| 17. | **Report from the MVAS and Speedwatch**  No MVAS report received.  There is now a team of 6 for the Speedwatch and training on the equipment has been undertaken. The first location will be on the corner of The Close and feedback will be given at the next meeting **(Action: Cllr Gilbey).** |
| 18. | **Winslow Villages and Community Board**  No meetings have been attended. |
| 19 | **To receive a report Councillors from any meetings attended**  **Cllr Gilbey**  23.02.2024 – Village Hall Trustees  27.02.2024 – Dog Waste Bin installation with contractor  04.03.2024 – with Cllr Cousin and Clerk to set up Unity Trust Bank Account  09.03.2024 - meeting to insulate the Defibrillator  **Cllr Cousin**  23.02.2024 – Village Hall Trustees  28.02.2024 – NALC training - Martyn’s Law Seminar. Cllr CC said that the legislation was still to become law but it was certain that it would do so. The main thrust of the seminar was the need for comprehensive risk assessments.  04.03.2024 – with Cllr Gilbey and Clerk to set up Unity Trust Bank Account  11.03.2024 – Village Hall all day  12.03.2024 – Village Hall with Fire Inspector |
| 20. | **Report on Developments at Nook Park**  No representatives from Nook Park were at the meeting and nothing was submitted to the Parish Council to be shared at this meeting. |
| 21. | **Update on Fox Covert Solar Farm Ltd**  Despite the funds being received by the Parish Council no visit date has been made available - Cllr Gilbey will continue to make enquiries with them (**Action: Cllr Gilbey).** |
| 22. | **Update on EV Charging Points**  There have been some concerns from Parish Councils about responsibility for enforcement to ensure that the parking bays are used solely by electric vehicles whilst charging. Buckinghamshire Council have undertaken some soft research with a few chargepoint suppliers – their feedback was that as these would be in a remote location, signs and bay markings would suffice to make it clear what the space was to be used for.  The contractors said that the fact there was no enforcement would not impact on their tenders, and Bucks Council are now going out to tender on that basis. Cllr Cousin, after consulting with the rest of the PC, has confirmed that we wish to be included in the exercise. There are 8 Parish Councils involved Brill, Weston Turville, Woburn and Bourne End, Waddesdon, Great Brickhill, Chalfont St Giles and Halton.  Awaiting further information from Buckinghamshire Council (**Action: Cllr Cousin).** |
| 23. | **To receive and note correspondence**  The Clerk confirmed that the 2024/2025 Devolution paperwork has been received and that the Grass Cutting Map is still not correct. It was resolved that the Highways Devolution Scheme Agreement is not signed until the Grass Cutting Map was corrected. The Clerk is to refer back to BC to get the correct map **(Action: Clerk).**  Notice has been given by Buckinghamshire Council that the Village Hall is the designated polling station used for the Police Crime Commissioner Election in May 2024. It was confirmed that the information has been passed to Ian Lamberton to liaise.  It was noted that the Parish Council have not been sent an invoice for payment for the rent of the Village Hall for these meetings, up to the time of the refurbishment – an invoice is required to be presented to the Parish Council **(Action:Clerk).** |
| 24 | **Finance**  To approve schedule of payments requiring authorisation – these have been authorised.     |  |  |  |  | | --- | --- | --- | --- | | **Great Horwood Parish Council Receipts and Payments 12th March 2024** | | |  | | **Payments TA** | **Payee** | **Payment £** | **VAT** | | GH 23.079 | CEL Building works | 7,181.20 | 1196.87 | | GH 23.080 | CEL - Disabled Toilet works | 18,360.38 | 3060.06 | | GH 23.081 | GH Football Club - Worthy Causes Grant | 500 | 0 | | GH 23.082 | GH Scouts - Worthy Causes Grant | 1,000.00 | 0 | | GH 23.083 | Clerk’s’ salary | 819 | 0 | | GH 23.084 | Dog Waste Bin installation - C Beckett | 45 | 0 | | GH 23.085 | BC - annual invoice for dog waste collection | 630.53 | 105.09 | | GH 23.086 | AA+D Professional fees - Village Hall Refurbishment | 480 | 80 | | GH 23.087 | Clerk’s expenses, paper ink etc | 50.49 | 0 | | GH 23.088 | Npower | 104.86 | 4.98 | |  | **Subtotal / Ledger balance Treasurer's account** | **29171.46** |  | |  |  |  |  | |  |  |  |  | | **Receipts** |  |  |  | | GHR 23.25 | Allotment Rent - Plot 15 - Church Lane | 10 |  | | **Transfer** | **From BIA** | **20000** |  | |  |  |  |  | |  | **Subtotal / Ledger balance Treasurer's account** | **20010** |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Business Instant Access** | |  |  | |  |  |  |  | |  |  |  |  | | **Transfers Out** | **Transfer to Treasurers Account** | | **20000.00** | | Receipts BIA | Feb interest |  | 85.00 | |  |  |  |  | |  |  |  |  | |  | **Total in BIA account** |  | **42277.86** | |  |  |  |  | |  |  |  |  |   No payments have been made from the Horwode Pece account since November 2023  **RFO to present statement of receipts and payments to date under each head of budget**  Statements were presented at the meeting– it was noted that there was a current underspend – see below.   |  |  | | --- | --- | | **BUDGET** |  | |  |  | | Budgeted for spending | £27,762.40 | |  |  | | Actual spending | £25,139.72 | | (budgeted and no budgeted) |  | |  |  |   **To approve Reserves document**  Document was presented, reviewed and was resolved to be accepted.  **Review of Risk Management Policy**  Cllr Cousin presented a revised Risk Management Policy but Cllr Evans queried some of the points and their mitigation. As this was his area of expertise Cllr Evans agreed to take on this responsibility and present the reviewed and revised policy at the next meeting. It was noted that this needs to be reviewed in March every year **(Action: Cllr Evans).**  **To approve a list of regular payments for the year 2024/2025**  Approved list of payments as follows: -  Clerk's Salary – monthly SO  Npower – street lighting – monthly DD  Eon street lighting maintenance – annually  Barclaycard – monthly DD  123 Reg email and domain charges – annually  Information Commissioners Office – DD  Salix Finance Ltd – LED lighting – 6 monthly DD  Buckinghamshire Council – dog waste services – annually  North Bucks Parishes Planning Consortium  BMKALC |
| 25. | **Items for the next meeting**  To approve schedule of payments requiring authorisation  Approval of use of variable direct debit/standing orders/BACS and CHAPS  Review and approval of fees and charges – including Allotments |
| 26. | **Confirmation of date and time of the next meeting**  Tuesday 9th April 2024 at 7.30pm in the Scout Hut, School End, Great Horwood. |

The meeting closed at 8.48pm.

Signed Date

Chairman

**Horwode Pece Management Committee - Report to Parish Council**

**March 2024**

Last month, it was agreed to go ahead with the purchase of the replacement wood surround from REVIVE at £2,789.88, with the aim to replace the existing old wood surround with reconstituted plastic timber.

I emailed REVIVE asking them to provide a formal quotation to the Parish Council so that an order could be raised and also to clarify details of delivery. I was told that the £275 (+ Vat) delivery cost included in the quote covered the delivery of the plastic timber, but not it’s unloading. The lorry driver would wait 20 mins. on site and we were expected to have a fork-lift truck to unload the pallets. I had planned to unload at my house, where I was willing to store the plastic timber, but it is not possible to manually unload the timber in 20mins; each plastic timber beam weighs 30kg and there would be 60 of them to unload.

I followed this email, asking for an alternative delivery, including unloading, and the came back saying to use a HIAB truck, which has an on-board crane. The cost for this would be £675 (+ Vat) and that the lorry would unload the pallets to the kerbside and it would be our responsibility to move it from the kerbside into my property. This increase in the transport cost increases the cost of the project by 17-18%. Unloading onto the grass verge in front of my house would not be a problem, but we would still have to move 60 off plastic timber beams at circa 30kg each.

Following the above, I approached HAHN plastics (our second option) about delivery conditions and the subsequently for a requote. They confirmed that the delivery costs quoted only covered delivery to the site, where we would be expected to unload, and it was expected that we had a fork-lift to unload on site. I, again, reiterated that this was not possible and the also suggested delivery using a lorry with HIAB facilities. Their cost for a HIAB delivery, again to the kerbside, was £843 (+ Vat).

So, our two revised quotations are:

REVIVE £2,049.90   delivery   £675.00 Vat   £544.98 Total £3,269.88

HAHN plastics £2,077.64   delivery   £843.00 Vat   £584.13 Total £3,504.77

An alternative to consider is, should we buy the Toddler and Teenage area replacement timbers at the same time? This could save one set of HIAB delivery costs, provided they can load all of the timbers required on one lorry load. Equally, we would need to store these extra timbers until they are required down the Rec.

A delivery of both sets of timbers would see 168 x 30kg beams being unloaded onto the grass verge in front of 8 The Green and subsequently moved to my garden for storage. I have asked both companies for quotations for this option. But, based on the costs I have from the above quotes and assuming the same unit costs, my estimates of the likely cost are:

REVIVE £5,598.12   delivery   £675.00 Vat   £1,254.62 Total £7,527.74

HAHN plastics £5,706.23   delivery   £843.00 Vat   £1,309.85 Total £7,859.08

So, should we aim to purchase all of the reconstituted plastic timber beams in one go? This would save delivery costs, but require that we store the timbers until needed. We have the budget to do this in our 2023/2024 budget. This would mean, we would use our 2024/2025 budget to buy all the ancillary items needed, such as ‘postcrete’, ‘fixings’, ‘bolts and screws’, plus the top up of rubber chippings for both sites.

Alternatively, we continue with the Toddler area, including the HIAB costs, then, obtain requotes for the Teenage area once the Toddler area is installed and complete.

As a reminder, it will take some 6 weeks to deliver following the confirmation of order. With a 6 week delivery, it is planned that we start work at the coming Spring Working Party, which will have to be shortly after Easter.

There will be a meeting of the ‘Horwode Pece’ management committee on Wednesday 13th March to discuss in detail the installation of the Toddler area surround and plan the Spring working party.

Over the winter months, the Rec. has been checked weekly. It is generally in good condition. In last week’s checks, the flooded areas previously reported had dried out, though the Rec. was still muddy in places. We maintain a list of jobs to be completed, either as minor works or at the next working party. So in addition to the above works on the Toddler surrounds, the following is planned for the Spring Working Party.

* The underlay inside the SuperNova roundabout needs rebonding, it is torn in places; it has been temporarily repaired and the rubber chippings racked back level.
* Two of the timbers on the far goal are rotting and will need replacing. Some screws need replacing on the near goal.
* Slats on the roof of the shelter are rotting and will need to be replaced in 2024/25, but this is not critical and can be left to later next year.
* The picnic table to the far S.E. corner is in poor condition and will be removed at the Spring working party. In its place, the VW/Audi bench provides good seating at the top of the Rec.

John Nicholls - Chairman

10/03/2024

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| **Planning Committee Report -** for meeting on 12 March 2024 (as at `12/3/24) | | | | | | | | | | | |  | | | |
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| Below are current and recent Planning Applications.  The Parish Council is invited to ratify the comments made to Buckinghamshire Council on behalf of the Planning Committee since the last meeting. | | | | | | | | | | | | | |  |  |
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| **CURRENT PLANNING APPLICATIONS** | | | | | | | | |  | |  | |  |  | |
| **Date Received** | | **Application Number** | | **Applicant** | | | **Site Address** | | **Details of Application** | | **Parish Council Response** | | **BC Decision** |  | |
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| **Determined** | | | | | | |  | |  | |  | |  |  |  |
| **2/10/23** | **18/B3422/POA**  Antonia Liu | | | | BDW Trading Ltd | | Land Off Great Horwood Road Winslow Buckinghamshire | | Application to modify the period of marketing set out Schedule 1, clause 5.2  and 5.7 of the S106 planning obligation for 18/03422/AOP | | No impact on Great Horwood so offered no comments | | Approved |  | |
| **4/12/23** | **23/02957/APP**  Anna Shah | | | | Mrs Lorna Duggleby | | Sunnyhill Farm Little Horwood Road Great Horwood Buckinghamshire MK17  0NZ | | Removal of a mobile home and replacing with a stable block including small  hay barn, tack room, store room and feed room | | No Objection | | Approved  7/3/24 |  | |
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| **21/01/2021** | **21/00221/APP**  Kirsty Elliott | | | | J Hanson & Son | | Home Farm, 4 Winslow Road, Great Horwood MK17 0QN | | Erection of 16 new residential dwellings and the refurbishment and extension of the existing farmhouse, with associated access landscape and parking | | Objection | | Awaiting decision |  | |
| **21/01/2021** | **21/00222/ALB**  Kirsty Elliott | | | | J Hanson & Son | | Home Farm, 4 Winslow Road, Great Horwood MK17 0QN | | Erection of 16 new residential dwellings and the refurbishment and extension of the existing farmhouse, with associated access landscape and parking | | Objection | | Awaiting decision |  | |
| **09/08/2022** | **22/02490/APP**  Emma Mumby | | | | Mr F Engel | | The Crown Public House, 1 The Green, Great Horwood  MK17 0RH | | Householder application for the erection of a single storey rear glazed link extension, reinstatement of window of the front elevation, reinstatement of the attic timber casement window in the northern gable and the insertion of two conservation rooflights to the west facing roof slope. | | Objection | | Awaiting decision |  | |
| **09/08/2022** | **22/02491/ALB**  Emma Mumby | | | | Mr F Engel | | The Crown Public House, 1 The Green,  Great Horwood  MK17 0RH | | Listed building application for the erection of a single storey rear glazed link extension, reinstatement of window of the front elevation, reinstatement of the attic timber casement window in the northern gable and the insertion of two conservation rooflights to the west facing roof slope. Internal alterations to include removal of partitions and alterations to internal layout, installation of staircase, ensuite at first floor level and new fixture and fittings. | | Objection | | Awaiting decision |  | |
| **01/11/2022**  **Resubmitted 12/1/24** | **22/03218/APP**  Emma Mumby | | | | Mr O Negrea  Sub Blue Ltd  Grange Park  Northampton | | Land to rear of Vine Cottage, 3 Little Horwood Road, Great Horwood MK17 0QE | | Erection of 3 dwellings | | Objection | | Awaiting decision |  | |
| **30/11/23** | **23/03741/APP**  Faye Hudson | | | | Mr & Mrs D Grainge | | Eastfield Farm Little Horwood Road Great Horwood Buckinghamshire MK17  0NZ | | Erection of agricultural dwelling and garage | | Objection | | Awaiting decision |  | |
| **6/12/23** | **23/03802/CPE**  Danika Hird | | | | Mr & Mrs P Pearce | | Spring Hill Farm Little Horwood Road Great Horwood Buckinghamshire  MK17 0NZ | | Certificate of lawful existing use for the non-compliance with conditions 3 and  4 of 78/01811/AV - (3) The occupation of the dwelling shall be limited to a person solely or mainly employed, or last employed, in the locality in agriculture as defined in Section 290(1) of the Town and Country Planning Act, 1971 or forestry (including any dependants of a person residing with him)  or a widow or widower of such a person (4) The accommodation to be provided in the buildings hereby permitted shall be occupied as a single unit of private residential accommodation, and storage of caravans and construction of riding arena | | No objection | | Awaiting decision |  | |
| 21/12/23 | 23/03965/APP  Shelley \ghsazi | | | | Mr P Baker | | 1 Washbrook Cottage Great Horwood Road Winslow Buckinghamshire MK18  3LX | | Householder application for extension to existing detached garage | | No objection | | Awaiting decision |  | |
| 2/1/24 | 23/03803/APP  Anna Shah | | | | Mr B Reddrop | | Sunnyhill Farm Little Horwood Road Great Horwood Buckinghamshire MK17  0NZ | | Demolition of the existing stables, carport/barn and removal of hardstanding.  Conversion of existing rural building to a single residential dwelling (Class Use  C3), creation of new access, garage and associated parking areas. | | Objection | | Awaiting decision |  | |
| 12/1/24 | 22/03218/APP  Emma Mumby | | | | Mr Octavian Negrea | | Land To Rear Of Vine Cottage 3 Little Horwood Road Great Horwood  Buckinghamshire MK17 0QE | | Erection of 3 dwellings | | Objection | | Awaiting decision |  | |
| 23/2/24 | 24/00579/ALB | | | | Mr Jones | | Ivy Farm 12 The Green Great Horwood Buckinghamshire MK17 0RH | | Listed building application for roof strengthening works | | No Objection | | Awaiting decision |  | |
| 7/3/24 | 24/00736/APP | | | | Mr & Mrs Cook | | Singleborough Stud Bletchley Road Great Horwood Buckinghamshire MK17  0RB | | Householder application for erection of first floor balcony, entrance canopy,  front dormer window, rooflights, oak effect and stone cladding, fascia and  soffits, rendering and fenestration alterations | |  | |  |  | |

Key –

Colours

Green = applications determined since last report

Light blue = applications received in 2021

Yellow = applications received in 2022

Pink = applications received in 2023

Orange = applications received in 2024

Names are those of the Bucks application case officer